



Residential Impact Fee Assistance Program

Introduction

This program has been created to encourage infill residential construction within the CRA district neighborhoods. The program is meant to add quality residential structures without compromising the historic character of the neighborhoods.

Who Can Apply

Any residential property owner within the CRA Overlay District can apply. The residential structure must be owner-occupied by construction completion and remain owner-occupied for a five (5) year period. The current property owner must apply for this program.

Program Guidelines

1. Funds shall be allocated on a first come first serve basis. Only one grant shall be awarded per residential structure.
2. 50% of all impact fees shall be paid by the assistance program when the building permit is issued.
3. The remainder of the impact fees shall be paid by the property owner or developer over a 5 year period in annual interest free payments.
 - If the home remains owner-occupied at the end of the 5 years and the owner's portion has been paid the grant is forgiven and total value of the impact fees will remain with the residential structure.
 - If the residential structure does not remain owner-occupied for a minimum of 5 years only that portion of the impact fees paid by the owner stays with the house, the grant returns to the City. A lien will be placed on the home for a period of 5 years for the balance of the impact fees. If the home is re-sold during this period to another owner-occupant the lien will be subordinated to the new owner at no additional cost.
4. Residential structures shall be designed, constructed and maintained to compliment adjacent buildings.
5. All color schemes shall accent the structure as well as harmonize with adjacent buildings. Colors shall be period specific.
6. No work shall be done prior to grant approval.

7. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the CRA Office, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.
8. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.

Relocation

It is not the intent of the Community Redevelopment Agency to engage in any rehabilitation activity that requires vacating property.

Nondiscrimination

The *Impact Fee Assistance Program* shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.

Program Procedures

1. The property owner obtains an Impact Fee estimate in writing from Toho Water Authority and submits with application to the Community Redevelopment Agency.
3. CRA Staff reviews application for compliance.
4. Application is placed on the CRA Agenda for final recommendation.
CRA meets on the fourth Monday of each month*.
5. Upon CRA Board approval, written notice will be sent to the property owner.
6. Once approved the applicant must submit a completed contract agreement to the CRA Office.
7. Upon receipt of the executed contract agreement 50% of the fees will be paid to Toho Water Authority. The remaining 50% will be billed to the applicant over a 5 year period in annual interest free payments.
8. Any unapproved changes will void the grant. If grantee decides to change the project after approval they must contact the CRA Office.
9. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
10. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
11. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

*Meeting dates are subject to change



Impact Fee Assistance Program Application

| |
|----------------------|
| Received _____ |
| Grant # _____ |
| Staff Approval _____ |
| Requisition # _____ |

Property Owner's Name _____

Property Address _____

Mailing Address _____

Phone Number _____ Cell Number _____

Fax Number _____ E-mail Address _____

Written estimates from City Departments must be included with application. Application will not be reviewed without all supporting data.

Anticipated Building Completion Date _____

Total Amount of Impact Fees _____

Check one

I wish to finance 50% of the cost of the impact fees through the City of Kissimmee.

I prefer to pay my required 50% of the impact fees at time of construction and am seeking a 50% grant from the CRA.

I understand that if I choose to finance 50% of the cost of the Impact Fee Assistance and accept the other 50% of payment through the Community Redevelopment Agency that the City of Kissimmee will require a priority lien and subordination of my property until the loan has been repaid. Delinquent installment payments will be assessed interest and late fees.

I hereby submit the attached written estimates for the proposed project and understand the Kissimmee CRA Board must approve. No work shall begin and funding is not guaranteed until the CRA Board approves completed application and written approval is received. I agree to place a CRA Grant sign for the duration of the project and agree to return the sign. I further understand the residential structure must be owner-occupied by construction completion and remain owner-occupied for a five (5) year period.

Print Name

Owner Signature

Date