

**City of Holly Hill
Community Redevelopment Area
Landscape Improvement Reimbursement Grant Program**



[Guidelines and Application](#)

City of Holly Hill Community Redevelopment Area
Landscape Improvement Reimbursement Grant Program

Purpose

The purpose of the landscape reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where landscaping may be lacking previously.

Program Description

- a) Approved grant request will be 75% of the actual cost for any amount up to \$30.00 per lineal foot of all street frontages on all sides. The applicant will be required to provide a 25% match of the grant amount. The City awards the landscape improvement grant to property owners, one time per property, until available funding is committed.
- b) Approved project must be started within forty-five (45) days of acceptance and completed within one hundred and twenty (120) days of notification of approval. All improvements must be approved and performed in a professional manner.
- c) The final site review will be concluded within thirty (30) days of notification of completion. Upon receipt of proof of payment including copy of cancelled check(s), the City will distribute the grant money awarded.

Procedures

1. Review the program description to determine if the improvement(s) you are considering are eligible.
2. Obtain three (3) professional bids from licensed contractors/vendors supporting detailed project cost estimates for the grant request.
3. Submit the completed grant application to the City Manager or designee.
4. If any structural components are included with the plan, the applicant is responsible for the contractor/vendor securing necessary permit(s).
5. Grant recipient will hire own licensed landscape installer and finish property improvement(s).
6. Request final inspection and reimbursement. Upon completion, all work must pass applicable federal, state and local inspections. The City reserves the right to withhold reimbursement payment. Submit cancelled check, paid invoice, receipt and/or contractor lien waiver(s) to City staff and receive reimbursement check.

Eligible Projects

- a) Property must be located within the Holly Hill CRA.
- b) Grant funds may be used for approved softscape such as plants, trees, hedges, mulch, sod, etc. and/or approved hardscape such as lighting, benches, landscape boulders, grates, curbing, pavers and screening etc. and/or irrigation.

Ineligible Projects

Anything not listed above as an eligible project.

Application Process

1. Completed application is reviewed and evaluated by Grant Review Committee (as established by the City Manager) and given preliminary recommendation. After preliminary recommendation by the committee, the application is forwarded to the City Manager or designee for final determination.
2. City Manager or designee approves or denies grant application.
 - a. If approved, applicant is notified of grant award based on guidelines established in the grant application packet.
 - b. If applicant is denied, applicant may request an appeal hearing to be scheduled at the next Community Redevelopment Agency meeting.
3. City Manager or designee may approve funding total up to the eligible amount the improvement may qualify for under the reimbursement terms of the matching grant program.
4. Applicant shall not have existing Code Enforcement citations, City liens or adjudications or be in violation of any applicable local, state or federal rules and regulations.
5. Proposed improvement(s) shall strive to comply with the adopted City Commission goals.
6. Proposed improvement(s) shall comply with objectives and goals as described in the CRA Plan and any amendments.
7. Proposed improvement(s) shall comply with City's land development regulations and building code and any other applicable local, state and federal rules and regulations.
8. Applicant must follow the adopted grant application process, including the mandatory pre-application conference in order to be considered for a grant award.

City shall have the discretion and authority to mitigate or waive any circumstance(s) for a proposed improvement that may be in the best interest of the City and which meets the objectives and goals as described in the CRA Plan and any amendments.

Application Guidelines

- a) Landscape project must be new. Work begun prior to written notification of award by the City Manager or designee will not be eligible for grant reimbursement.
- b) Grant applicant is responsible for obtaining detailed project bid from three (3) licensed contractors/vendors showing a summary of the scope of work to be performed, all required permits and compliance with all local, state and federal codes and must demonstrate the right to access and/or use of the property.
- c) Application must include long-term irrigation and maintenance plans.
- d) Applicant must consider all overhead and underground utility lines and follow Florida Power and Light and other utility provider landscaping guidelines.
- e) Applicant must agree to conform to original plans and design submitted with the grant application.
- f) A commercial property can be awarded only one (1) landscape grant. An applicant having more than one property that is not contiguous and seeking additional funding will be placed on an "Alternate List," and may be considered later in the fiscal year, if monies are still available.
- g) Applicant must incur all initial improvement costs and may receive reimbursement after receipts and/or final waiver and release of lien including copy of cancelled check(s) or other proof of payments that project has been completed in conformance with the grant award.
- h) Request for reimbursement of project costs shall be viewed as a single, completed package. Costs not included in either the approved landscaping plan or an approved change order, shall not be considered for reimbursement. The City reserves the right to verify any and all costs associated with improvements for which reimbursement is requested.
- i) Landscape plan must include a site plan and specify number and size of plants, trees, materials, type, color, specific locations and other pertinent site information including choice of plant materials, maintenance and irrigation method.
- j) Plant materials must be drought-tolerant, low maintenance and adapted to location.
- k) Invasive plants such as Chinese tallow, Brazilian pepper, golden-rain tree and other exotics listed by the Florida Department of Agriculture will not be funded.
- l) No annuals will be funded.
- m) Landscape plan must demonstrate utilization of xeriscape concepts.
- n) Composition of 50% native species is required, with consideration given to diversity and a broad use of a variety of native species.
- o) Project is to be completed within one hundred and twenty (120) days of notification of approval by the City Manager or designee. Under no circumstances will a project be extended past six (6) months of the initial approval date. Those projects that have not received a written extension and are not completed within one hundred and twenty (120) days may be completed, but applicant will be required to re-apply for funding during the next fiscal year.
- p) Any and all unforeseen changes in the scope of the work that may arise during the improvement process must be approved by the City Manager or designee prior to any work initiated or completed.
- q) Applicant must agree to install a specific grant award sign on site, provided by the City, from the start of the project and for thirty (30) days after its completion.
- r) A permit from the Volusia County Environmental Health Division of the Health Department must be pulled for the address, if a new well or irrigation system is to be installed. Proof of permit issuance and inspection of the system was completed by the

Volusia County Environmental Health Division must be provided by applicant prior to request for funding reimbursement.

- s) Permits must be obtained for all work requiring City permits.
- t) Matching funds from this grant program are not eligible to reimburse any property damage that may be covered by or compensated through an applicant's property insurance coverage.
- u) To be considered for public money as part of this grant program, applicant must comply with the City's current land development codes.
- v) Non-conforming properties may be eligible for improvement grant consideration.
- w) Required documentation for reimbursement of project costs must include: copies of cancelled checks, certified checks or money orders of project costs, detailed invoices and paid receipts and name, address and telephone number of contractor or vendor.
- x) Project costs reimbursement shall be made upon total completion of the project, presentation of documented projects costs and a final inspection of the project by the City to ensure the work was performed in a professional and workmanlike manner and in accordance with the specifications of the grant approval.
- y) The approved project must comply with the requirements of the City Code and grantee is responsible for contractor obtaining the necessary permits.
- z) Project receiving funding must begin work within forty-five (45) days and must be completed within one hundred and twenty (120) days, unless a written request has been submitted. Under no circumstances will a project be extended past six (6) months. Those projects that have not received an extension and are not completed within one hundred and twenty (120) days will be required to re-apply for funding during the next fiscal year, October 1 – September 30.
- aa) Each applicant may receive only one landscape grant award for any one property.
- bb) Applicant guarantees that all materials used in the improvement project and funded by this grant will last a minimum of five (5) years.
- cc) All disbursements of grant funds are made following completion and final inspection of the improvement project by the City to ensure that the work was performed in compliance with all applicable codes and grant terms.

City of Holly Hill Community Redevelopment Area
Landscape Improvement Reimbursement
Grant Program Application and Agreement

Address of property to be improved: _____

Applicant's name: _____

Property owner's name, if different: _____

Applicant contact information: daytime phone: _____

e-mail address: _____

Proposed landscape improvement(s) please check all that apply:

edge trees foundation plantings signage plantings perennial plantings
 irrigation other

PROJECT PROPOSAL

Describe the scope [and attach](#) sketch plans/a diagram and specifications detailing the work to be performed [and](#) three (3) all inclusive bids from licensed contractors/vendor supporting project cost estimates:

Estimated total cost of proposed improvements: \$ _____

Estimated amount of grant assistance requested: \$ _____

Statement of understanding:

- a) I agree to comply with the guidelines and procedures of the Holly Hill Community Redevelopment Area Landscape Improvement Reimbursement Grant Program.
- b) I understand that I must submit detailed cost documentation and copies of three (3) professional bids and then submit contracts, cancelled checks, paid invoices, receipts and/or contractors' final waivers of lien upon completion of the approved improvement(s) before any reimbursement payment will be authorized by the City.
- c) I understand that the grant award will be based on lowest bid.
- d) I understand that work done before a CRA Landscape Improvement Reimbursement Grant is approved by the City Manager or designee is not eligible for consideration.
- e) I understand that a CRA Landscape Improvement Reimbursement Grant is subject to taxation and that the City is required to report the amount and the recipient of said grant to the Internal Revenue Service.

I acknowledge that I have received and understand the Community Redevelopment Landscape Improvement Reimbursement Grant Program, procedures and the grant agreement.

Property Owner Signature and business title

Date _____

Acceptable Plantings

The plantings listed are recommendations only. However, they are supported by research from the University of Florida based on tolerance for the area climate and soils.

Property owners are reminded to consider that larger scale plantings are more effective as they are able to draw attention better from passing motorists and are easier to maintain. Salt tolerant plantings are applicable to the Riverside Drive portion of the CRA.

For additional species suited for other areas in the City of Holly Hill, reference materials are available in City Hall or from the Volusia County Extension Service (386)257-6012.

It is recommended that property owners have the landscaping plan reviewed by the Volusia County Extension Service since plants vary in their soil type, sun/shade or wet/dry site needs. Online: www.volusia.org/extension.

For irrigation information, contact Volusia County Health Department, Environmental Division, 1845 Holsonback Dr., Daytona Beach, FL 32117 (386)274-0692. Online information: <http://doh.state.fl.us/chd/Volusia/EH/waterwise/index.html>.

Trees

American Holly	Loquat
Bald Cypress (wet or dry)	Pine
Chinese Elm	Podocarpus
Crape Myrtle	Red Bay
Dahoon Holly (wet)	Redbud
Fringe Tree	Red Cedar
Glossy Privet	Red Maple (wet)
Laurel Oak	Southern Magnolia
Live Oak	Yaupon Holly

Shrubs

Small 1 to 4 feet

Dwarf Chinese Holly	Dwarf Yaupon Holly
Dwarf Crape Myrtle	Fortune's Mahonia
Dwarf Nandina	Shore Juniper

Medium 5 to 9 feet

Chinese Juniper	Primrose Jasmine
Downy Jasmine	Sandankwa Virburnum
Dwarf Burford Holly	Semi-dwarf Crape Myrtle
Gardenia	Shining Jasmine

Loropetalum
Nandina

Texas Sage
Thryallis

Large 10 feet or higher

Anise
Bottle Brush
Cattleya Guava
Chinese Holly
Crape Myrtle
Feijoa
Firethorn

Golden Dewdrop
Japanese Privet
Loropetalum
Pittosporum
Southern Was Myrtle
Sweet Viburnum
Torulosa Juniper

Ground cover

Algerian Ivy
Asiatic Jasmine
Beach Sunflower
Daylily

Dwarf Gardenia
Liriope
Mondograss

Salt tolerant trees

American Holly
Glossy Privet
Live Oak
Loquat

Magnolia
Palm
Sweet Gum

Additional recommended resource on the Internet:

edis.ifas.ufl.edu then click on [lawns and landscapes](#) and then click on [landscape plants](#).

Community Redevelopment Landscape Improvement Reimbursement Grant

Guidelines and Procedures

WHEREAS, the City of Holly Hill (“City”) has established a **Community Redevelopment Area Landscape Improvement Reimbursement Grant** program for application within the Holly Hill Community Redevelopment Area ("District"); and

WHEREAS, said Community Redevelopment Area Landscape Improvement Reimbursement Grant administered by the CITY and is funded for the purposes of controlling and preventing blight and deterioration within the District; and

WHEREAS, pursuant to the Community Redevelopment Area Landscape Improvement Reimbursement Grant , the CITY has agreed to participate, subject to its sole discretion, in reimbursing Owner(s) up to 75% of the actual cost, not to exceed \$30.00 per lineal foot of street frontage, for eligible improvements to establishments within the District; and

WHEREAS, the OWNER property is located within the Community Redevelopment Area and the OWNER desires to participate in the Community Redevelopment Area Landscape Improvement Reimbursement Grant program pursuant to the terms and provisions of this Agreement;

NOW, THEREFORE, in consideration of the mutual agreements obtained herein, the CITY and the OWNER do hereby agree as follows:

SECTION 1: With respect to Community Redevelopment Area improvements to landscaping appearance in the front and side of a building and related eligible improvements, the CITY shall reimburse OWNER for the cost of improvements to the OWNER property up to 75% of the actual cost, not to exceed \$30.00 per lineal foot of street frontage for eligible improvements for the cost for soil, plant materials, irrigation, labor, mulch, site landscape demolition, hauling, and hardscape installation related to landscaping designs as approved by the CITY up to a maximum amounts as defined below:

The actual total dollar match reimbursement amount per this Agreement shall not exceed \$30.00 per lineal foot of street frontage for Community Redevelopment Area Landscape Grant improvements to the front and side of a building and related eligible improvements. The improvement costs that are eligible for City reimbursement include all labor, materials, equipment and other contract items including permitting fees necessary for the proper execution and completion of the work as shown on the plans, design drawings, specifications and estimates approved by the City. Such plans, design drawings, specifications and estimates from three (3) contractors are attached to the application.

SECTION 2: No landscape improvement work shall be undertaken until its design has been submitted to and approved by the City Manager or designee. Following approval, the OWNER shall contract for the work and shall commence all such work within forty-five (45) days and complete all such work within one hundred and twenty (120) days from the date of such approval.

SECTION 3: City staff shall periodically review the progress of the approved contractor's work on the landscape improvement pursuant to this Agreement. Such inspections shall not replace any required permit inspection by the Chief Building Official. All work which is not in conformance with the approved plans, design drawings and specifications shall be immediately remedied by the OWNER and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings and specifications and the terms of this Agreement.

SECTION 4: Upon completion of the improvements and upon their final inspection and approval by City staff, the OWNER shall submit to the CITY a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials or equipment in the work. In addition, the OWNER shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The CITY shall, within thirty (30) days of receipt of the contractor's statement, proof of payment and lien waivers statement, issue a check to the OWNER as a reimbursement for

the approved 75% actual construction cost estimate not to exceed \$30.00 per lineal foot of street frontage.

SECTION 5: All improvements must be commenced within forty-five (45) days and completed within one hundred and twenty (120) days after the CRA Landscape Improvement Reimbursement Grant request is approved, unless otherwise authorized by the City Manager or designee. Six-month extensions from the initial approval date may be approved at the discretion of the City Manager or designee. Projects which have not received an extension and have not been completed within one hundred and twenty (120) days will not receive funding.

SECTION 6: If the OWNER's contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings and specifications and the terms of this Agreement, then upon written notice being given by City staff to the OWNER, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 7: The OWNER releases the CITY from, and agrees that the CITY shall not be liable for, and agrees to indemnify and hold harmless the CITY and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the CRA Landscape Improvement(s). The OWNER further agrees to pay for or reimburse the CITY and its officials, officers, employees and agents for any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said CRA landscape improvement(s).

SECTION 8: Nothing herein is intended to limit, restrict or prohibit the OWNER from undertaking any other work in or about the subject premises which is unrelated to the CRA Landscape Improvement Reimbursement Grant provided for in this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date appearing below.

PROPERTY OWNER(s)

Date _____

City of Holly Hill _____