

THIS APPLICATION MUST BE SUBMITTED TO THE ECONOMIC DEVELOPMENT DIVISION  
PRIOR TO OBTAINING ANY CITY OF GROVELAND BUILDING PERMITS

# Groveland



## Community Development Department Economic Development Division



### Economic Development Incentives Program (EDIP) Guidelines

#### How the program work:

**Purpose:** To encourage businesses to locate, expand, or redevelop within the City and provides additional economic development opportunities.

**Benefits:** New Building or Expansion – Wavier/rebate of Building Permit Fee(s) and/or Development Application Fee(s). Offer an Extension or Financing of Impact Fees.

Infrastructure – Assistance includes but is not limited to a financial contribution, construction of improvements and will be determined by City on a case by case basis.

Public/Private Partnership – City will consider public/private on a case by case basis.

Industrial/Commercial Business – Lease – Wavier/rebate of up to 100% of the building permit fee paid for the internal renovations, up to a maximum rebate of \$10,000. Wavier/rebate of up to 100% of development application fees (excluded any portion paid for hard costs such as recording, notifications, advertising).

**Eligibility:** New Buildings or Building Expansions: Any Commercial or Industrial use business that constructs a new building, or expands its building a minimum of 25% or 4,000 square feet, whichever is less.

**Applicants:** Applicants must be current and in good standing with the following items:  
Current and in good standing on mortgage or with landlord

Letter of recommendation from landlord

Current and in good standing business license with the City of Groveland

Current with Lake County personal and business taxes

Current and in good standing with State of Florida on License and on personal and business taxes

Current on Federal taxes both personal and business

**Program:** The City has established incentives to Commercial or Industrial use business that constructs a new building, or expands its building a minimum of 25% or 4,000 square feet, whichever is less, is eligible to apply for and receive if awarded, a waiver or rebate of up to 100% of the building permit fee paid for the expansion which is retained by the City of Groveland and not paid to a third party, and up to 100% of development application fees (excluding any portion paid for hard costs such as recording, notifications, advertising). For purposes of this incentive, the minimum expansion required must be for the purpose of creating additional space for business purposes including but not limited to office space, retail space, manufacturing space, and does not include space for bathrooms, break rooms, closets, unless a minor part of the expansion as determined by the City in its sole discretion. Any rebate will be paid by the City within 30 days after the City issues a certificate of occupancy for the new or expanded building.

Any Commercial or Industrial use business that constructs a new building, or expands its building a minimum of 25% or 4,000 square feet, whichever is less, is eligible to apply for and receive if awarded, an extension from issuance of building permit to issuance of certificate of occupancy to pay any water, wastewater and administrative impact fees due the City of Groveland.

The City will consider a public/private partnership with an owner or developer for the purpose of planning, developing and constructing a complex of buildings that's primary use will be industrial and/or commercial. The City Council, and if applicable, the City of Groveland CRA in conjunction with City Council, will assess each public/private partnership on a case by case basis.

**Limitations:** In addition to the maximum threshold, established to apply for and receive if awarded, a waiver or rebate of up to 100% of the building permit fee paid for the expansion which is retained by the City of Groveland and not paid to a third party, and up to 100% of development application fees (excluding any portion paid for hard costs such as recording, notifications, advertising). For purposes of this incentive, the minimum expansion required must be for the purpose of creating additional space for business purposes including but not limited to office space, retail space, manufacturing space, and does not include space for bathrooms, break rooms, closets, unless a minor part of the expansion as determined by the City in its sole discretion.

An extension from issuance of building permit to issuance of certificate of occupancy to pay any water, wastewater and administrative impact fees due the City of Groveland.

Off-site infrastructure improvements (i.e. water and wastewater line extensions, off-site retention, traffic control devices, or other like improvements) are necessary is eligible to apply

for and receive if awarded, City assistance. Assistance includes but is not limited to a financial contribution, construction of improvements, and will be determined by City on a case by case basis.

**Payments:** eligible to apply for and receive if awarded, financing of impact fees. Impact fees may be financed over a period of five years with interest being set at the prime rate. Payments of principal and interest may be scheduled monthly, quarterly, semi-annually, or annually as determined by the City after discussions with the applicant.

eligible to apply for and receive if awarded, financing of impact fees. Impact fees may be financed over a period of five years with interest being set at the prime rate. Payments of principal and interest may be scheduled monthly, quarterly, semi-annually, or annually as determined by the City after discussions with the applicant.

### **Application Process for the City of Groveland Economic Development Incentive Program**

- Complete attached Economic Development Incentive Application
- Funding based on availability of funds on a “first come, first serve” basis until funding is used.
- Business must be located within the city limits or locating to the City of Groveland.
- Applicants must be a new, for-profit business or an expanding, existing for-profit business in the City of Groveland.
- Existing business owners must possess a current City of Groveland Business Tax Receipt. New business owners must obtain a City of Groveland Business Tax Receipt within 90 days of agreement execution.
- Applicants must obtain a building permit for all corresponding proposed work for which fees have been assessed. All work must meet the requirements of the Groveland City Code.
- All applications must be submitted prior to any award of funds.
- All applicants must be in compliance with applicable City departments.

### **Program Documents**

- Economic Development Incentive Program
- Policies, Procedures, Conditions and Guidelines

For more information, please contact:

Rodney Lucas

Economic Development Manager

(352) 429-2141, Ext. 225

Rodney.lucas@groveland-fl.gov

### **Application Process for City of Groveland Community Redevelopment Agency (CRA)**

- Complete attached Economic Development Incentive Application
- Funding based on availability of funds on a “first come, first serve” basis until funding expended.
- Business must be located within the CRA district (see map) of Groveland..
- Applicants must be a new, for-profit business or an expanding, existing for-profit business in the City of Groveland.
- Existing business owners must possess a current City of Groveland Business Tax Receipt. New business owners must obtain a City of Groveland Business Tax Receipt within 90 days of agreement execution.
- Applicants must obtain a building permit for all corresponding proposed work for which fees have been assessed. All work must meet the requirements of the Groveland City Code.
- All applications must be submitted prior to any award of funds.
- All applicants must be in compliance with applicable city, county, state and federal departments.
- All applications will be screen by staff and funding approved or denied by the CRA Board.

### **Program Documents**

- Economic Development Incentive Program
- Policies, Procedures, Conditions and Guidelines

For more information, please contact:

Rodney Lucas

CRA Liaison

(352) 429-2141, Ext. 225

Rodney.lucas@groveland-fl.gov

## **CITY OF GROVELAND ECONOMIC DEVELOPMENT INCENTIVE PROGRAM**

Policies, Procedures, Processes, Conditions and Guidelines

### **Purpose**

Business attraction, retention and expansion are a primary goal of the City of Groveland businesses, in particular, drive and sustain our local economy. Recognizing the importance of businesses in our City, the Economic Development Incentive Program (EDIP) is designed to encourage the location and/or expansion of businesses in the City by assisting with infrastructure projects and offsetting development fees. These incentives made to properties will allow businesses to reinvest fee savings into their businesses, thereby encouraging job creation and growth, and supporting the long-term economic vitality of the City. Our Structure and Criteria for Selection will be based on the Economic Development Division who will oversee the Economic Development Incentive Program. Funding is based on budget availability and will be considered on a “first come, first served basis”. Application submission does not guarantee approval.

Applications will be reviewed for completeness and compliance with program criteria. Applications that do not comply with the program criteria and conditions will not be eligible for funding. All authorized corporate officers or partners of the applying business must sign the application, in addition to the property owner.

New business applicants must supply proof of business occupancy license that identifies the business and location.

Existing business applicants must supply proof of a lease, mortgage or tax returns that identifies at least two years in business.

Prior to consideration for incentives, the subject property must be free from any liens (except mortgage liens), judgments, or encumbrances (except easements) of any kind, and all City obligations must be current. The City reserves the right to contract for a title search and/or ownership and encumbrance report at the City’s discretion, the cost for which will be deducted from the funds at the time of disbursement, if funding is approved.

The Economic Development Manager, by virtue of these guidelines, has the authority to sign agreements on behalf of the City for all eligible applications totaling up to \$1,000. The Manager, at his or her discretion, may present any and all agreements to City Council for approval. Those agreements that exceed \$1,000 shall be approved by City Council.

EDIP Agreement term is two (2) years unless waived. The business must remain in operation for two (2) years from the execution date of the agreement. If the business fails to comply with any

of the terms or conditions of the Agreement, the City shall be entitled to immediately seek the repayment of funds from the business that have already been disbursed by the City.

All applicants who are awarded funding will become Grantees. All Grantees must sign the Funding Agreement.

Applicants for the Program shall meet the criteria outlined below:

1. Business must be located within or locating to the City of Groveland limits.
2. Applicants must be a new, for-profit business or an expanding, existing for-profit business in the City of Groveland.
3. The applying business must be a business defined by the U. S. Small Business Administration. <http://www.sba.gov/content/small-business-size-standards>
4. All applicants must obtain or possess a City of Groveland Business Tax Receipt. (Existing business owners must possess a current City of Groveland Business Tax Receipt. New business owners must obtain a City of Groveland Business Tax Receipt within 90 days of agreement execution.) A copy must be provided to the City.
5. All applicants must be current with federal, state, and local taxes.
6. Applicants must obtain a building permit for all corresponding proposed work for which fees have been assessed. All work must meet the requirements of the Orlando City Code.
7. All applications must be submitted prior to the issuance of building permits. No funding will be awarded retroactively.
8. All applicants must be in compliance with applicable City Departments.

**Only complete applications will be accepted. Incomplete applications will be returned to the applicant.**

**Eligible Business Uses \***

1. Manufacturing industries
2. Construction industries
3. Technology and communication industries
4. Business service industries
5. Transportation and storage industries

6. Retail and restaurant industries

7. Business with cultural uses

8. Personal service industries (i.e. barber shops, beauty shops, laundromats, appliance repair, jewelry and clock repair, duplicating services, health spas, dance studios, photography studios, tailoring, and other similar services)

**Ineligible Business Uses \***

1. Tattoo parlors

2. Body piercing or body art shops

3. Adult entertainment facilities

4. Adult oriented or adult themed businesses:

Nightclubs, bars, or taverns

5. Liquor stores

6. Gun shops

7. Pawn Shops

8. Businesses that sell drug paraphernalia

9. Any business with outstanding code enforcement violations (including red light infractions) or liens

10. Any business that is not current with federal, state, and local taxes

11. Any business with outstanding debt to the City

\*A copy of the applicants' Florida Business and Professional Regulation license may be required to better determine eligibility.

## **Procedures**

The procedure for application review and approval is as follows:

### **1. Pre-Application Meeting**

The applicant is required to meet with the Economic Development Manager who will review the applicant's project per the program requirements to determine eligibility. The Manager will provide the applicant with general guidance as to whether the proposed project is likely to qualify for program funds and whether the applicant is sufficiently prepared to move forward to submit the application. Based on the size of the development, the City Manager may seek a Memorandum of Understanding (MOU) and or a Development Agreement.

### **2. Application Submission**

Following submission of building plans to the Building Permits Division, the incentive application and all attachments may be submitted to the Economic Development Manager for formal consideration of funding.

Incomplete applications will not be accepted.

### **3. Review Application**

Once an eligible application and the supporting documents are received, the ED Manager will then conduct the mandatory criminal background check and assess the application with regard to all program requirements. All applicable fees, per the program guidelines, must have been assessed against the project in order to complete review of the application.

### **4. Final Agreement**

All eligible agreements that total \$1,000 or less will be forwarded to the Economic Development Manager for execution. All eligible agreements that total more than \$1,000 will be forwarded to the Groveland City Council for approval. If approved, an applicant will sign the required funding agreement. After the funding agreement has been executed by the City, the Economic Development Division will pay a portion of applicable fees as outlined in the program agreement. The applicant will be responsible for paying all remaining fees.

It is strongly recommended that applicants retain the services of a registered architect, or similarly qualified design professional, to prepare plans, drawings, and construction specifications for their project. Fees for services provided by a registered architect or similar qualified design professional may not be counted towards the applicant's program match.

In all cases, the selected contractor must be licensed and insured. The City will not be responsible in any manner for the selection of a contractor. The applicant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

### **Available Funds**

The City may from time to time at its discretion establish annual funding for the program. The following incentive packages are adopted and available to be awarded until September 30, 2015 as set forth on first come/first serve basis until all funds are expended.

### **Disclosures**

The City expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The City retains the right to amend the program guidelines, agreements, and application procedures. The City also retains the right to display and advertise businesses that receive funding under this program.

Application for any incentive provided herein shall be submitted to the Community Development Department, Economic Development Division unless otherwise directed by the City Manager. The application will be presented to the City Council at the next available City Council meeting. An applicant may apply for either a waiver or a rebate. An applicant applies by completing an application detailing the nature of its' business, the specific incentive(s) the applicant is seeking, how it meets the criteria for the incentive(s), and explaining why the City Council should grant a waiver, if a waiver is being requested. If an applicant applies for a waiver, the applicant must wait for the City Council's decision on its' incentive application prior to submitting its land use or building application(s). The City's decision on any application will be determined by the City Council on a case by case basis in its sole discretion.