

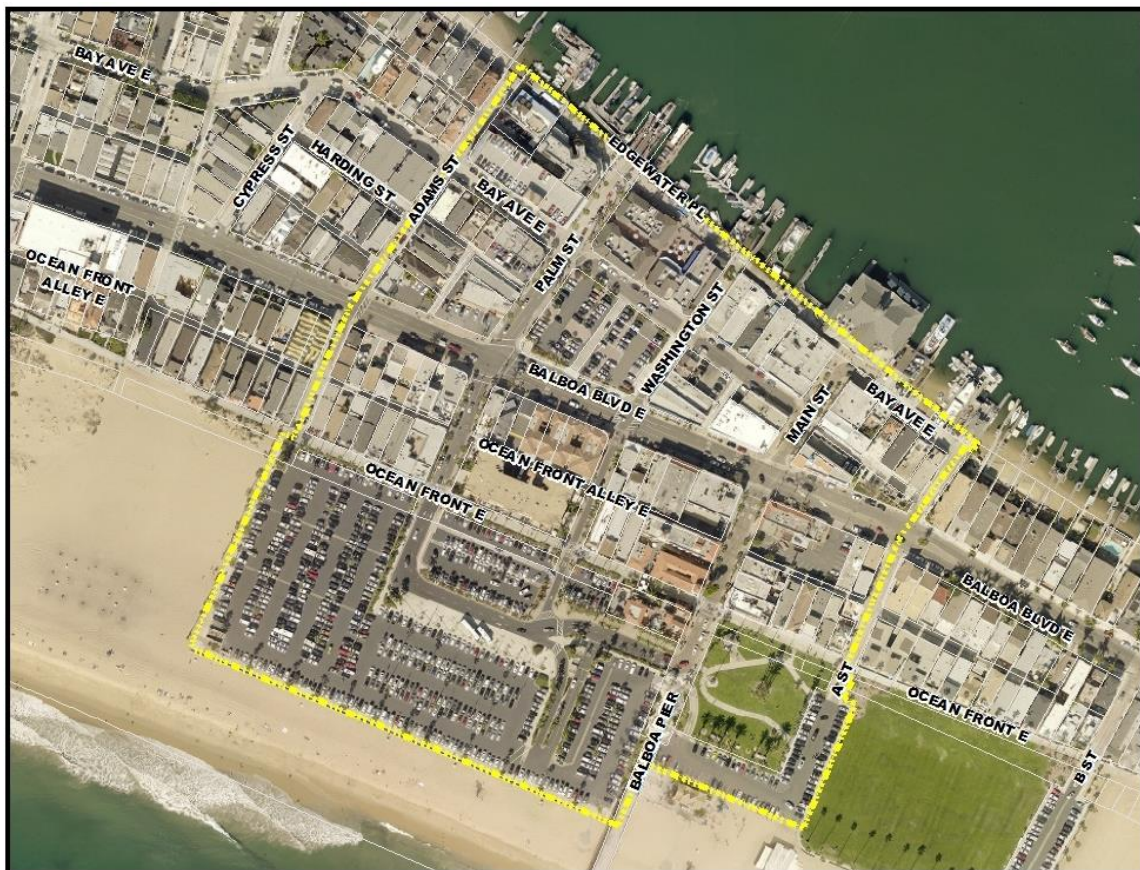


## BALBOA VILLAGE COMMERCIAL FACADE IMPROVEMENT PROGRAM PROGRAM INFORMATION AND REQUIREMENTS

The City will begin accepting applications for the Balboa Village Commercial Facade Improvement Program (Program) on Monday, June 1, 2015. The Program includes two options (Tier 1 and Tier 2) and offers additional incentives for properties located on Balboa Boulevard. Applications can be submitted in person, by mail, or by email to:

Community Development Department  
Attention: Benjamin Zdeba  
100 Civic Center Drive, Bay B  
Newport Beach, California 92660  
[bzdeba@newportbeachca.gov](mailto:bzdeba@newportbeachca.gov)

### Program Area:



**Grant Process:**

1. **Submit an intent form for the grant program (optional).** Submit a complete intent form to secure a position in the interest list. An application must be submitted within 30 days of the intent form.
2. **Submit application for grant funds.** Submit a complete application detailing all exterior improvements and an itemized estimate of costs. Be as specific as possible. Project list may contain improvements beyond what would be funded by the grant. The application must include conceptual architectural plans.
3. **City staff will review grant applications.** Staff will review the application with the business owner, discuss the scope of work, determine a timeline for improvements, and review remaining process for the grant.
4. **City staff will contact applicant to set onsite meeting.** Staff will contact the applicant to schedule a meeting at the subject property.
5. **Grant funds issued.** Upon approval of a grant application, including scope of work and timeline, an agreement will be signed between the applicant and City.
6. **Building Permit Approval.** If a Building permit is required, the applicant is responsible for submitting plans that meet all Code requirements through the Building Division. A hold on final will be placed on the permit for Planning staff inspection. The applicant shall contact staff at least a week in advance to request an inspection of the improvements to ensure they were completed within the approved scope of work.
7. **Complete Work.** After receiving all required approvals and permits the applicant shall complete the improvements within twelve (12) months. The applicant shall be responsible for contacting City staff to request an extension if necessary. An extension is not guaranteed.
8. **Submit invoices, receipts, and proof of payment.** The applicant shall save all documentation as required and submit to the City within 30 days of project completion or Building permit final.

## **Program Options:**

### Tier 1 – Minor Improvements

- Minor improvements such as painting, murals, lighting, anti-graffiti film coating, awnings, landscaping, window treatments, signs, exterior repair, architectural treatments, and other improvements to architectural features
- Allowed façade upgrades must be exterior improvements visible from primary streets
- Grants offered up to \$5,000 per tenant suite
- 50 percent of grant money provided at project approval, with the remaining money reimbursed at completion of project after receipts have been submitted
- Projects must be completed within 12 months of grant approval or Building permit issuance
- City permit fees will be waived

### Tier 1 - Balboa Boulevard (Priority Block)

- For grants awarded prior to October 11, 2015, the following additional incentives are available:
  - Grants offered up to \$10,000 per tenant suite
  - 100 percent of grant money provided at project approval, with any remaining balance reimbursed to the City at completion of project after receipts have been submitted
  - Expedited plan check review where feasible

### Tier 2 – Major Improvements

- Major improvements such as structural upgrades to the façade, which may include related minor improvements
- Allowed façade upgrades must be exterior improvements visible from primary streets
- Grants could be used for architectural or design services
- Grants offered for up to 50 percent of the project costs up to a maximum amount of \$50,000
- 50 percent of grant money provided at project approval, with the remaining money reimbursed at completion of project after receipts have been submitted
- Projects must be completed within 18 months of Building permit issuance
- City permit fees waived

### Tier 2 – Balboa Boulevard (Priority Block)

- First six months of program, the following additional incentives are available:
  - Grants up to 75 percent of the project costs up to a maximum amount of \$50,000

- 100 percent of grant money provided at project approval, with any remaining balance reimbursed to the City at completion of project after receipts have been submitted
- Expedited plan check review where feasible

**Application Criteria and Additional Program Components:**

- a) All nonresidential properties within Balboa Village are eligible for the Program.
- b) Tenants may apply with property owner consent.
- c) Project applications will be reviewed by the Community Development Director.
- d) Grants will be awarded on a first-come, first-served basis.
- e) All project cost estimates will be reviewed by the Building Official.
- f) Receipts are required to be submitted at project completion.
- g) Properties are eligible for Tier 1 and Tier 2 grants once every ten years.
- h) Program funds are to be used for exterior building improvements rather than simple routine maintenance.
- i) Funds will not be awarded for removal of illegal improvements.
- j) Additional improvements that are deemed to be consistent with the intent of the Program will be reviewed and approved/disapproved on a case-by-case basis by the Community Development Director.
- k) Applications will not be accepted for improvements underway or already completed.
- l) All improvements shall conform to the City Building Codes, Zoning Ordinance, and applicable Design Guidelines.
- m) Any applicant must have a current business license, be in compliance with all municipal codes, and be free of any outstanding violations.
- n) In accordance with the California Labor Code (Sections 1770 et seq.), prevailing wages are required for all improvements completed through the Program. Participants in the Program are responsible for ensuring that the improvements are in compliance with the Public Works/Prevailing Wage Law.
- o) Property owners are responsible for upkeep and property maintenance. By accepting grant funds, the applicant commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings, clean and free of graffiti for a minimum of five years at the applicant's own cost and expense.
- p) Continuation of the Program is subject to sufficient funding as appropriated by the City Council.
- q) The City reserves the right to cancel or modify this Program at any time prior to grant approval, without notice.

**For further information contact:**

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