



*For Official Use Only:*  
 Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Found Complete: \_\_\_\_\_

**CODE COMPLIANCE SUPPORT PROGRAM APPLICATION**

*Upon completion, please submit application to [DIAprograms@coj.net](mailto:DIAprograms@coj.net)*

**PART 1: To be completed by the Property Owner or Business Operator**

**I. APPLICANT INFORMATION**

- A. Applicant Legal Name: \_\_\_\_\_
- B. Building Owner or Business Operator Name (d/b/a): \_\_\_\_\_
- C. Mailing Address: \_\_\_\_\_
- D. Business Telephone: \_\_\_\_\_ Website URL (if any): \_\_\_\_\_
- E. Form of Ownership (sole proprietorship, partnership, LLC, S-Corp.): \_\_\_\_\_
- F. State of Business Formation: \_\_\_\_\_
- G. Employer Tax ID: \_\_\_\_\_ Business Tax Receipt #: \_\_\_\_\_
- H. Contact Person (Name/Title): \_\_\_\_\_
- I. Contact Mailing Address: \_\_\_\_\_
- J. Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_
- K. Number of Years of Property Ownership or Operation (at this site or location): \_\_\_\_\_
- L. If the Building is currently occupied, provide the following information for each tenant or occupant. (*May be provided on a separate sheet if more space is needed*):
  - 1. Business Operating Name (d/b/a): \_\_\_\_\_
  - 2. Business Use: \_\_\_\_\_
  - 3. Business Telephone: \_\_\_\_\_ Website URL: \_\_\_\_\_
  - 4. Suite number and Location in Building: \_\_\_\_\_

**II. PROPERTY AND CODE COMPLIANCE INFORMATION**

*The Code Compliance Support Program is available to most existing properties in the Downtown Jacksonville Historic District but MUST be associated with a bonified Code Compliance requirement being imposed as evidenced by documentation originating from a government entity outlining the minimum requirements to be fulfilled and the date by which the requirement must be met.*

A. Property Address: \_\_\_\_\_  
\_\_\_\_\_

B. Nature of the Code Compliance required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Code Compliance Issue:  Life Safety  MEP behind the wall  
 ADA  Environmental

D. Governmental entity initiating change in Code requirements (include document to this application):  
\_\_\_\_\_  
\_\_\_\_\_

E. Has the subject property received any other DIA incentives?  Yes  No  Unsure

F. If submitted by Property Owner, have they previously participated in the program in the past twelve (12) months for this or other owned properties?  Yes  No

G. Will the work be completed in less than one year?  Yes  No

H. Is the subject property current on property taxes?  Yes  No

I. Were property taxes paid by the owner for the past 3 years?  Yes  No

J. The DIA Code Compliance Support Program may **not** be used in the following circumstances:

- Satisfaction of City liens in any manner.
- Deferred maintenance.
- Acquisition of new property or establishment of a new business.
- Discretionary modifications or upgrades.
- Change of use and therefore new code requirements.
- Satisfaction of code violations brought about by work performed on the property following issuance of Certificate of use, or for any other reason.

**III. IMPROVEMENT COSTS AND REQUESTED FUNDING**

**A. TOTAL CODE COMPLIANCE COST and SOURCES**

- |  |          |        |
|--|----------|--------|
| 1. Estimated total cost of Improvements:           | \$ _____ | 100 %  |
| 2. Applicant contribution (amount and % of total): | \$ _____ | _____% |
| 3. <b><u>TOTAL DIA GRANT REQUESTED:</u></b>        |          |        |
| <b><u>(Lesser of 50% or Max of \$100,000)</u></b>  | \$ _____ | _____% |

**Part2: Required Documentation to be Provided**

- A. Construction budget identifying all code compliance repair costs, including sources and uses, as follows:
  - 1. Must identify all work to be performed, including ineligible improvements, in detail sufficient to reconcile with information provided in the application.
    - a. See the Code Compliance Support Program guidelines for additional information on costs generally considered eligible or ineligible.
  - 2. Code Compliance Support Program funds may not be used for costs of improvements submitted as part of any other application submitted or already approved by the City of Jacksonville or the DIA.
- B. A copy of the property tax bill to confirm payment of Ad Valorem taxes.
- C. A copy of the deed to confirm ownership of the property or business tax license to confirm ownership of business operator.
- D. A detailed written description and scaled elevation drawing when possible, depicting the improvements and modifications.
- E. A legally binding agreement with a licensed and qualified contractor. *(Note: A fully negotiated construction contract, subject only to execution may be provided, if the parties are finalizing negotiations subject to meeting funding requirements.)*
- F. Information on any previous grants, loans, or incentive awards received previously by the Applicant (or closely related entity) or for the benefit of the Building.
- G. Executed applicable authorization affidavit(s), for example: Agent Authorization for LLC, General Partnership, Corporation, or General Partnership, and Property Ownership Affidavit.
- H. A valid Approval from any other city agencies or departments, as required.

**THIS APPLICATION MUST BE SUBMITTED TO THE DOWNTOWN INVESTMENT  
AUTHORITY AND APPROVED BY THE DOWNTOWN INVESTMENT AUTHORITY  
BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE  
REIMBURSED UNDER THE PROGRAM**

----- The Remainder of this page intentionally left blank -----

**APPLICANT ATTESTATION**

The Applicant, as Property Owner or Business Owner, \_\_\_\_\_ attests that the information submitted as part of this application package, as well as any subsequent information submitted for review by the Downtown Investment Authority (“DIA”) Staff, or the DIA Board, is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Ch. 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application and potential criminal penalties. The DIA reserves the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the DIA Storefront Façade Grant Program, the Applicant agrees that the DIA’s payment of funds will occur only upon completion of the project as approved and the satisfactory review of evidence of costs incurred and paid in accordance with the construction budget as submitted at the time of application. Applicant acknowledges and agrees that the DIA retains the right to review and audit any and all records related to the Code Compliance Support Program Improvements. Applicant agrees to maintain the Code Compliance updates in good repair. Applicant agrees that if at any point a ground level space is not occupied, Applicant shall utilize its best efforts to continue to activate the streetscape. This can be accomplished through temporarily attaching art to the windows, utilizing the storefront space as an art installation or exhibition, or other creative efforts to address street activation, with prior approval of DIA staff.

*By signing below, the Applicant acknowledge that they have read and agree to the Code Compliance Support Program Guidelines.*

*By signing below, the Applicant authorizes the DIA to submit a credit verification request and criminal background checks from local, state, and federal agencies. Please note that the review of this application will incorporate that information as may be relevant.*

Legal Business Name of Applicant: \_\_\_\_\_

Property/Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property/Business Owner Name: \_\_\_\_\_