



SHAKER HEIGHTS

2019 Storefront Renovation REBATE Program APPLICATION – PART 1

ELIGIBILITY

- The commercial zoned property is located in one of the following areas:
 - Lee Road (Van Aken to the City Line, just beyond Scottsdale)
 - Shaker Commons/South Side of Chagrin (Avalon to Hildana)
 - Larchmere Boulevard (Shaker addresses only)
 - District South (Juma to Lucy's)
 - Bloc at Almar (Pistone's to Fussy)
 - Fairmount Circle (Shaker addresses only)
- Apartment buildings without first floor commercial space(s) are not eligible.
- Home based businesses are not eligible.
- Property owner must confirm full support of the project if the business/tenant is the applicant.
- Property taxes must be current in that the prior tax year is paid in full.
- The applicant must be able to pay for 100% of the project cost up front, as the rebate will not be awarded until the project is complete and all requirements are met.

Please initial here to indicate that you have read and understand the above eligibility standards: X_____

REQUIREMENTS

- Payroll taxes for the business tenant must be reported to Regional Income Tax Agency (RITA). A payroll tax report for the prior calendar year must be submitted as a part of the application.
- For Full Façade projects, all businesses leasing space in the building must have current Certificates of Occupancy/business license through the City's Building Department before the rebate will be issued.
- For Signage-Only projects, businesses receiving the rebate must have current Certificates of Occupancy/business license through the City's Building Department before the rebate will be issued.
- If the business tenant (for Signage-Only and Full Façade projects) is a start-up, a business plan and projected financials must be submitted to Economic Development.
- If business signage is included in a Full Façade project, the cost of the sign can only be included if the business is not a franchise or national chain.
- Only one rebate may be obtained per address in a calendar year.
- If there are exterior Building Code violations at the time of application, a written plan with timeline to complete the work must be established to remedy the violations if the project scope is not addressing the violations. The rebate will not be issued until the violations are corrected to the satisfaction of the Building and Housing Department.

Please initial here to indicate that you have read and understand the above requirements: X_____

CITY OF SHAKER HEIGHTS | *Economic Development*

3400 Lee Road Shaker Heights, Ohio 44120 P 216.491.1334 Ohio Relay Service 711

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PROJECT SCOPE

- For Signage-Only and Full Façade projects, the final project scope and design will be reviewed and approved with the support of a Design Specialist assigned and paid for by the City *before* contractor bids can be solicited.
- Three contractor bids are required for all trades (ex. Electrician, mason, painter, etc.). If hiring a General Contractor (GC) to manage the project, three GC bids are required. Each GC bid does not need to include multiple bids for each trade.
- It is highly recommended that a General Contractor is utilized for Full Façade projects.
- Work CANNOT begin on the property until a notice to proceed is issued. A notice to proceed will be issued when a contract is fully executed between the City and the property/business owner and a purchase order is established.
- All City requirements must be met including securing the necessary building permits and approvals from the Architectural Board of Review, Board of Zoning Appeals and City Planning Commission as needed.
- All contractors MUST be licensed to work in the City of Shaker Heights and secure all necessary building permits. If any work is completed without the proper permits, the project will no longer be eligible for a rebate.
- City Economic Development staff will arrange meetings with the Design Specialist (if needed), set up a Commercial Project Review meeting (if needed) and conduct site visits before, during and after construction.

Please initial here to indicate that you have read and understand the above project scope: X_____

REBATE

- After final City inspections, the applicant will invoice the City for the rebate and provide demonstration that 100% of the project has been completed and paid for with receipts/paid invoices. All rebates are up to 50% of the eligible project costs with not to exceed amounts.

Rebate Program	Maximum Rebate	To receive the maximum rebate, the project total for eligible expenses must be at least:
Signage-Only	\$3,000	\$6,000
Full Façade	\$15,000	\$30,000

- The rebate funds will not be issued until all required documentation is complete and permits have been finalized out.
- Only one rebate will be awarded per address in a single calendar year.
- The Storefront Renovation Program rebate cannot be combined with another city-funded incentive including, but not limited to a Vision Fund incentive/forgivable loan or SBA Shaker Partnership Loan.

Please initial here to indicate that you have read and understand the above rebate information: X_____

NEXT STEP - APPLICATION

- A project-specific application is required and will be provided upon completion of this eligibility and requirements form if the application is deemed eligible for participation.

Please initial here to indicate that you have read and understand the above next step information: X_____

QUESTIONS?

Contact Katharyne Starinsky at 216.491.1335 or Katharyne.Starinsky@shakeronline.com.

By completing this Eligibility and Requirements form, I am demonstrating interest in the 2019 Storefront Renovation Program. Completion of this form does not mean that my project has been accepted for the 2019 Storefront Renovation Program. Upon receipt of this completed form, a member of the Economic Development Department will contact you to discuss your project and invite you to complete Part 2 of the application. The 2019 Storefront Renovation Program funds are available on a first-come, first-serve, and competitive basis and are limited. The City reserves the right to reject any applications that do not meet the program requirements or award partial rebates based on available funds.

<input type="checkbox"/>	<i>By checking this box, I authorize by signature.</i>	_____
Applicant Signature		Date
_____	Applicant Name Printed	_____
		Title
_____	Business Name	_____
		Phone

Property Address		

Email		

Submit completed applications to Katharyne Starinsky via email at katharyn.starinsky@shakeronline.com or mail to Shaker Heights City Hall, Economic Development Department, 3400 Lee Road, Shaker Heights OH 44120.