TAB 3



THE CITY OF		City of F	almetto		Meeti	ng Date
TALMETTO)		Agend			12/5/1	1
Presenter:	JEFF BURTO	N, DIRECTOR	Department:	CRA		
Title: BACKGROUI	ND.					1
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Budgeted Amount: Additional E	00 N Budgetary		Amount:	<u>00</u> An	penditure nount: 1905598211	\$888.69
Information	n:	1]

Funding Source(s):	11 F	Sufficient Funds Avaílable:	⊠ Yes □ No	Budget Amendme Required:	□ Yes nt ⊠ No	Source:	FY 12
City Attorney Reviewed:	 ☐ Yes ☐ No ☑ N/A 	Advisory Recomm	Board endation:	☐ For ☐ Against ⊠ N/A	Consistent With:	☐ Yes ☐ No ⊠ N/A	
Potential Motion/ Direction Requested:				OVAL FOR STO			-04, DR.
Staff Contact:	JEFF BUR	TON		CRA D	IRECTOR	(941)723-4	988
Attachments:				AÇADE ENHAN ON TO INCLUD			APPLICATION

SFG # 12.04 Dr. Nevin

Community Redevelopment Agency

Storefront Grant Program

Palmetto, Florida

Jeff Burton

10/3/2011







PALMETTO COMMUNITY REDEVELOPMENT AGENCY

PRESIDING OFFICER Mayor Shirley Groover Bryant **BOARD OF COMMISSIONERS:** Tamara Cornwell Mary Lancaster Tambra Varnadore Brian Williams Alan Zirkelbach **ADVISORY BOARD MEMBERS:** Nick Costides Sia Mollanazar Betty Ann Price Macarthur Sellars Charles Smith LEGAL: Mark Barnebey Scott Rudacille STAFF: Jeff Burton Antoinette Kilgore Robert Marble Zachary Schwartz Jenny Silverio Merab Favorite

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COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM

INTENT

It is the goal of the Palmetto Community Redevelopment Agency (CRA), under Part 111, Chapter 163, Florida Statutes to eliminate slum and blight in the Community Redevelopment District. This Commercial Façade Enhancement Grant Program includes the objectives of:

- 1. Strengthening downtown as a multi-use center.
- 2. Strengthening the City's contribution to the well-being of the community.
- 3. Improving the physical image within the district; and (4) enabling successful on-going revitalization.

PROGRAM DESCRIPTION

In order to carry out these goals and objective, the CRA will provide assistance to owners of commercial property located in the CRA district. Map of the CRA district can be found at <u>www.palmettofl.org</u>. It is the intent of this grant program to fund a portion of the applicant's cost for exterior, non-structural improvements, which will increase the aesthetic appeal of the structure. This program is not intended to fund new construction or routine maintenance and/or repairs of the structure. It is not intended for the improvements of property which is used primarily for residential use. (Mixed use qualifies so long as the use in not primarily residential.) Also, under the Constitution of the State of Florida Article 1 Section 3, religious organizations cannot be funded with public monies and therefore do not qualify for participation under this program. Examples of eligible exterior improvements are listed in the adopted CRA Plan, but not limited to, are attached.

Applicants are to complete the attached application form and submit it with all required attachments to the CRA in order to be considered for assistance.

ELIGIBILITY

Applications will only be considered if they meet all of the following eligibility criteria;

- 1. Initiation and/or approval by property owner. If not initiated by property owner, the owner must submit letter of approval with application.
- 2. Business must have the appropriate local business tax receipt(s) and be in compliance with city codes at completion of the project. All required governmental approvals (i.e.: Planning and Zoning, SWFWMD, ect) and permits must be properly issued, and final inspections must be performed as appropriate.
- 3. Building that are partially in and partially out of the CRA district are eligible for funding, as to those improvements that are in the CRA district. See funding on page 4.
- 4. Projects must be visible from the street, sidewalk, and/or parking lot.
- 5. Non-profit organizations, with the exception of religious organizations, or other organizations that do not pay ad-valorem taxes are eligible for funding.
- 6. Property must be current in water/sewer/garbage and tax bills, and without City liens, and verified by CRA staff. Previous delinquent status of public utilities, taxes, ect. Will be considered in prioritizing applications for funding.
- 7. All building materials and colors, as well as plant materials, shall be subject to CRA approval.
- 8. Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County. All quotes/bills/invoices must reflect the contractor's license number.
- 9. Funding is limited to \$50,000.00 for any applicant/business/individual, per building during any 60 month period, and subject to available CRA funds.
- 10. Improvements can be initiated, provided required procurement procedures are followed, not more than 90 days before the submission of an application for funding. All competitive bids/quotes must be dated prior to the commencement of the associated improvements. The submission of an application doesn't, in any way, imply an award of grant funding.
- 11. Such improvements must be consistent with the community character of the City of Palmetto.

PROCUREMENT PROCEDURES

Applicants are expected to make sound financial decisions, seeking competitive prices for projects. Evidence of compliance with the below procedures must be submitted with the grant application.

- 1. All Improvement costs must include at least 3 estimates or a statement of non-availability of contractors or services.
- 2. If structure is partially in and partially out of the CRA district, estimates must be split between the portions of the structure that lies within and without of the CRA district.
- 3. Any and all cost may be compared with current industry standards to ensure reasonable pricing. Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County if a professional license is required. All quotes/invoices must reflect the contractor's license number when applicable.
- 4. Property owners may complete improvements themselves, as allowed by State and local building codes, provided that the cost of improvements is not greater than the least of the competitive bids gathered in compliance with these Procurement procedures. When property owner completes improvements themselves, labor cost will not be considered for payment.
- 5. As it is the intent of the CRA to support strong, viable business in Palmetto, grant applications must include estimates from Palmetto-based businesses for all proposed improvements when available. Alternatively, applicants should provide statements of non-availability of local contractors or services.

FUNDING

Grant amounts shall not exceed Fifty Thousand Dollars (\$50,000.00) or one-half (1/2) of the improvement cost, whichever is less and shall require an affirmative vote of a majority of a quorum of the CRA Board.

Buildings that are partially in and partially out of the CRA District are eligible for funding of 50% of the total improvement cost, as to those improvements within the CRA District, provided that the award does not exceed the actual dollar amount expended within the CRA District.

PLEASE B EADVISED THAT ALL GRANTS ARE AWARDED AT THE DISCRETION OF THE CRA BOARD AND ARE SUBJECT TO FUND AVAILABILITY. PROJECTS ARE SUBJECT TO APPROVAL BY THE BUILDING DEPARTMENT AND THE PLANNING AND ZONING BOARD AS APPLICABLE.

TIMELINES

It is the intent of the CRA to provide access to this incentive program and to encourage the timely completion of projects in order to maximize availability of monies for commercial façade enhancement. In order to execute this intent, CRA Staff will accept and review completed applications to be submitted to the CRA Advisory Board for recommendation to the CRA Board. CRA Staff requests that all applications be submitted 7 days prior to CRA Advisory Board meeting. The CRA Advisory Board will then forward the recommended action to the CRA Board for the next scheduled meeting.

It is anticipated that applicants will request grant funding when they intend to make improvements to their property. Therefore, projects should be planned for completion within 90 days of award. In the event that any project, through no fault of the owner, is anticipated to take more than 90 days for issuance of a certificate of occupancy or other evidence of completion from the City of Palmetto Building Department, the applicant must change the written application appropriately on their timeline, and a completion deadline must be included. Applicants are advised that in the event they do not complete the project within the timeframe stated in the approved application they may lose funding unless the grant period is extended by affirmative recommendation by the CRA Advisory Board to the CRA board for approval. There is a maximum of two grant extensions as recommended for approval by the CRA Advisory Board to the CRA Board.

DISBURSEMENT OF FUNDS

Prior to any disbursement of grant dollars, applicant must provide the CRA with proof of matching contribution of providing copies of bills and cancelled checks or receipts. Grant money will be distributed only after the applicant has submitted such documentation.

Owner/applicant is to provide recorded lien releases as applicable.

If the CRA Board has awarded an amount based on estimates supplied at the time of the application, and the actual costs are less than estimated, the CRA Board will reduce the award amount accordingly.

MAINTENANCE OF COMPLETED IMPROVEMENTS

Improvements funded by the Commercial Revitalization Façade Grant Program will be maintained in good order. Failure to maintain these improvements will require a reimbursement to the CRA of the matching grant amount.

> Please complete the following application and submit to: Attention: Jenny Silverio City of Palmetto, CRA 715 4th St. West Palmetto, FL 34221 Phone (941)723-4988 - Fax (941)723-4704 Or by e-mail at: JSilverio@PalmettoFL.org

TEMPORARY MAINTENANCE PROVISION

Given the current state of the economy and the need to maintain the outward appearance of commercial properties in the CRA District, the CRA Board is enacting a Temporary Maintenance Provision (TMP) to support normal maintenance which is not covered under the current Commercial Façade Enhancement Grant Program.

If applicable eligibility requirements are met, per pages 2 and 3 of the Commercial Façade Enhancement Grant Program, the CRA will grant 75% of the cost of maintenance up to a maximum of \$10,000.00. Grants applied for and funds awarded through the Temporary Maintenance Provision will be included in the maximum limit of \$50,000.00 outlined in the Commercial Façade Enhancement Grant Program. Only one TMP grant will be considered per owner within a 60 month period required before said owner may reapply under the TMP, provided the program is still in effect at that time. Examples of maintenance items under the TMP are painting, fencing, driveway and sidewalk repair. Items funded under the TMP will require three quotes. Under no circumstance, will the CRA reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 5 of the Façade Enhancement Grant Program.

The TMP will expire on December 31, 2012 unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2011. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

CPTED (CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PROVISION)

Given the increased perception of crime, the Agency desires to assist commercial properties in the CRA District by enacting a CPTED Provision to support crime prevention techniques such as video surveillance, landscaping and lighting at a higher percentage (75%) than what is covered under the current Commercial Façade Enhancement Grant Program.

If applicable eligibility requirements are met, per pages 2 and 3 of the Commercial Façade Enhancement Grant Program, the CRA will grant 75% of the cost of maintenance up to a maximum of \$10,000.00. Grants applied for and funds awarded through the CPTED Provision will be included in the maximum limit of \$50,000.00 outlined in the Commercial Façade Enhancement Grant Program. Only one CPTED grant will be considered per owner Examples of CPTED items are video surveillance, lighting and landscaping. Items funded under the CPTED will require three quotes. Under no circumstance, will the CRA reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 5 of the Façade Enhancement Grant Program.

The CPTED will expire on December 31, 2012 unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2012. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

Applicants receiving funding for surveillance cameras will be required to enter into an agreement with the Palmetto Police Department to provide access to the video upon written request.

EXAMPLES

The following are some examples of items eligible for funding. Improvements must be in keeping with the intent of this program. The fact that an item is on this example list does not, in and of itself, entitle payment under the Commercial Façade Enhancement Grant Program. Potential items not on the list but meeting the intent of the program will also be considered for inclusion.

- 1. Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only.
- 2. Awnings
- 3. Compatible painting and exterior renovation
- 4. Architectural design assistance
- 5. Pavement treatment (Excludes maintenance and normal repair)
- 6. Decorative fences, border treatments
- Ornamental grill work Must be consistent with community character of the City of Palmetto
- 8. Creation or repair of impervious surfaces (Excludes maintenance and normal repair)
- 9. Color analysis for historic reviews
- 10. Incentives for historic preservation designation
- 11. Lighting (accent, safety, interior display)
- 12. Window replacements/upgrades
- 13. Door replacements/upgrades
- 14. Right-of-way treatment
- 15. Maintenance Agreements
- 16. Pedestrian amenities (water, fountain, benches, bike racks)
- 17. Historic residential improvements-listed on register & in compliance with all codes
- 18. Exterior surveillance equipment when installed as part of a larger façade enhancement project

COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM APPLICATION APPLICANT:

BUSINESS NAME:	AMANDA L. NEVIN
PROPERTY'S PHYSICAL ADDRESS:	707 7th ST. W. Palmetto, FL
PROPERTY OWNER'S NAME:	AMANDA L. NEVIN
CONTACT PERSON:	AMANDA L. NEVIN
MAILING ADDRESS:	707 7th ST. W.
	Palmetto, FL. 34221 (au)an agen
PHONE:	(941) 722-1550 / (941) 713-0307 /
FAX:	(94) 722-9977

REQUIRED SUBMISSIONS:

<u>General Project Description</u> – Please provide detailed plans and elevations of improvements. Include descriptions or samples of proposed colors and/or materials where applicable. Please be specific.

<u>Timeline</u> – Outline total renovation timeline to include project start and end dates.

<u>Occupants</u> – Provide information on business(s) that currently occupy/will be occupying structure. Include any other information that may be helpful in review of the application.

<u>Existing site information</u> – Please break out an itemized list of estimates for all improvements. Attach written estimates and plans for improvements as described in *Procurement Procedures* with the application.

<u>Site Control</u> – Applicants must submit verification of site control (deed).

NOTE: Any plans that are submitted should be 8.5" x 14" or smaller. Should you need to submit plans that are larger, please provide 20 copies.

SATISFACTION OF GRANT CRITERIA

By filing this application, the applicant agrees and understands that this grant is given at the sole discretion of the Community Redevelopment Board. Application for funds under this program does not create an entitlement to funding. Renovations are subject to the approval of the Planning and Zoning Board, Building Department, and other Boards where applicable.

Submission of this application serves as the applicant's verification that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state.

This application and all attachments will become a part of public records.

CERTIFICATION

Applicant hereby certifies that all the information provided to complete this application is current, accurate, and truthful and that he/she has read and understands the associated **COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM**. The applicant understand that, to be eligible for funding assistance, all projects must be complete within 90 days of award, unless a written extension is granted by the CRA Board. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors.

APPLICANT SIGNATURE

In Sleverio

CRA SIGNATURE

(Acknowledgment for Individual)	COUNTY OF Manatee
Acknowledgment for Individual} TATE OF FLORIDA The foregoing instrument was acknowledged be Amanda Lee NEVIN	fore me this 30 day of NOV 2011 by
Vho is personally known to me.	
	ntification, who did take an oath, and who acknowledged before me that
Notar Notarily PUBLIC-STATE OF FLORIDA Antoinetto Kilgore Commission #DD834011	he proposes therein expresses Signature
2 EXDIFES: NOV 04 2012	Antoinette Kilgore
Print Name - NOTARY TUBLE STATE OF FLORI	
Ay Commission Expires: $11 - 4 - 20/2$	Commission No. DV834011
Acknowledgement for Corporation or LLC} TATE OF FLORIDA	COUNTY OF
	fore me this day of 20 by
	of (insert name of corporation or
and a second	, a (insert State of
An	corporation/limited liability company, on behalf of the
corporation/limited liability company.	
Who is personally known to me,	ntification, who did take an oath, and who acknowledged before me that
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FOR STAFF USE ONLY:

Applicant:	AMANDA L. NEVIN DMD, P.A
Application#	SFG 12-04
Submission Date:	11/29/11
Amount Requested:	\$888.69
Start Date:	12/6/11
End Date:	3/5/12
Extended End Date(s):	
PID:	2784800001

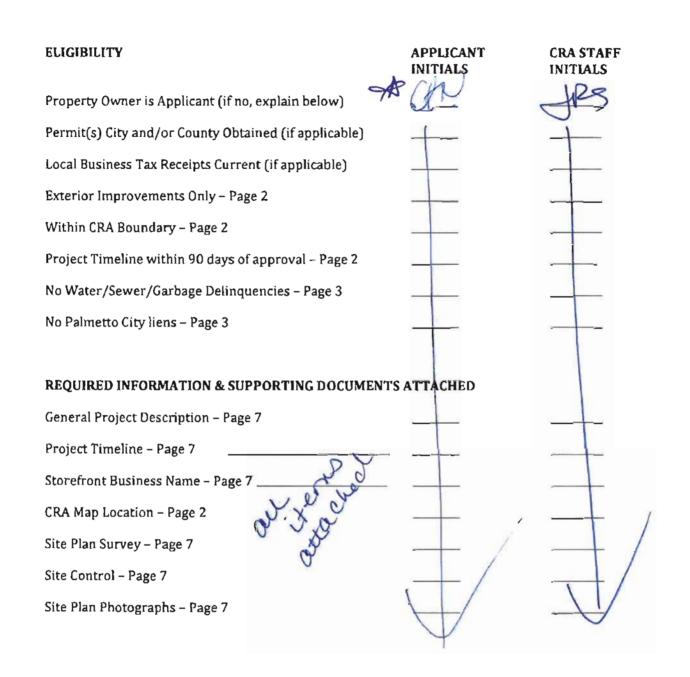
SUBMISSION REQUIREMENTS SATISFIED:

Project Description Y/N	
Occupational License N	
Site Information (P)N	- V or w
Matching Funding YN	Pro x a x
Utilities/Taxes curren YN	XORX
Code Enforcement review NN	
Appropriate number of cost estimates Y)N	
CRA BOARD ACTION DATE:	12/5/11
CRA FAÇADE ENHANCEMENT GRANT PROGE	CAM .

APPLICATION CHECKLIST

GRANT # 12.04

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PROJECT COST ESTIMATES (>\$10,000 SUBMIT	THREE) *PBB
Estimate #1 \$_1, -7738 📈	
Estimate #2 \$ 3,175.00	
*PBB=Palmetto-based business	
Applicant {Print Name} & Amanda	a L. Nevin Initials
CRA Staff (Print Name) Jen S	ilverio Initials JBS
Notes:	
CRA STAFF:	
Date Completed Application Received	11 2.9 11
Date for CRA Advisory Board Review	NA
Date approved/denied by Advisory Board	NA
Date approved/denied by CRA Board	12/5/11
Additional requirement for approval	
/Comments	
	12



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50% Richer \$888.69

05/03/2011 11:42

941-721-7615

PAGE 01

DISCOUNT AWNINGS INC. 6620 19TH STREET EAST, UNIT 111 SARASOTA, FL 34243 941-794-6451 941-753-5700 (FAX)

Manufacturers of Custom Canvas Products Commercial & Residential

Date: 5/10/11

NAME: DR AMANDA NEVIN

ADDRESS: 707 7TH ST W., PALMETTO

TEL: 722-1550 FAX: 722-9977 CELL:

THIS BID / CONTRACT IS SUBMITTED FOR THE FABRICATION AND INSTALLATION OF THE FOLLOWING:

- PRICE TO RECOVER THE FRONT ENTRANCE CANOPY: \$1,120.00
- PRICE TO RECOVER THE FRONT WINDOW AWNING: \$375.00
- PRICE TO RECOVER THE 3 WINDOW AWNINGS ON THE NORTH SIDE: \$250.00 EACH
- FABRIC WILL BE COLOR OF YOUR CHOICE.

TOTAL PRICE: \$2,245.00 PLUS SALES TAX.

WE REQUIRE A 50% DEPOSIT AND THE BALANCE IS DUE UPON COMPLETION.

The fabric has a manufacturer's five year pro rated warranty and our workmanship is guaranteed for one year from the date of completion. Warranties are not transferable.

AUTHORIZED BY

DATE

B1,122.50

SALES PR	
PHONE 941-955-7010 PHONE 941-955-7010 1100 GILLE SARASOTA,	FAX: 941-366-7206
PROPOSAL SUBMITTED TO	
	CUSTOMER PHONE
ADDRESS TOT THAT ST. W	CELL PHONE:
100 SITE NAME PORTMERO PC. 312-21	NIGNIESS BUOLE, 222 - 1552)
	FAX: 722-9977
	AMARDA NELIN
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ENGINEERING FEES: \$	
PERMIT FEES: \$	
TOTAL	
LESS DEPOSITE (2)	
BALANCE TO BE PAID TO INSTALLER \$	
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T ias World Profile Land Sales Classic Map GIS Map 2010 Tax Bill 2010 Trim Notice Estimating Taxes Full Legal Permits Out Buildings Commercial Residential Values Exemptions Sketch Agriculture PROPERTY APPRAISER MANATEE AMANDA L NEVIN DMD PA PARID: 2784800001 T/R/S Short Legal Desc Unit Desc Total Under Roof Living/Business area Number of Units Size Disclaimer Acres (If Available) Map ID Route Number Zone/Fleid Reference Market Area Neighborhood Group CDD District CRA District Neighborhood Number Neighborhood Name DOR Description DOR Use Code Exemption Status Fire District Hurricane Evacuation Zone FEMA Flood Zone FEMA Zone Caveat 2002 Census Tract Primary Address Location Account# **ID Block** COUNTY Owner Main BEG 19.9 CHS N & 6.32 CHS E OF SW COR OF SE1/4 OF SEC 14, TH GO S 105 FT, TH W 210 FT, TH N 105 FT, TH E 210 FT TO POB, LESS THEREFROM THE W 93 FT & LESS ALSO THE E 17 FT & RD R/W 1238 1073 224 7001 7170 CITY OF PALMETTO Office Buildings/Nonprof/One (1555) X/0/N/0189 B/100 NOT A FEMA DETERMINATION 34S / 17E / 14 measurements .241 4814.8 17 P-PALMETTO CRA No Exemption 001300 707 W 7TH ST PALMETTO 34221 PL 2784800001 Sq foot estimates derived from rounded exterior wall 1700 FOO7-NORTH RIVER FD Address Parcel ID Property Search Advanced Other Counties : Manatee County | State 707 7TH ST W Map Printable Version Printable Summary T Return to Search Results | CONTACT US | HELP Parcel Information Report CSV Report ÷ CURRENT RECORD REPORTS 1012 T

Lot ID

Block ID

Subdivision Number Subdivision Name

0000000

http://www.manateepao.com/Forms/Datalets.aspx?idx=1&sIndex=0

City/County Tax District Tax District Name 0019 0019 - PALMETTO

TPP Current Year Date Filed TPP Current Year Extension Request

Name Address Owners

AMANDA L NEVIN DMD PA 707 7TH ST W

City State Zip Code 꾸 34221 4705 PALMETTO

Country International Postal Code

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Manatee County T	ax Collector
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Receipt #	Payment Receipt		
H11152011P006425	2011 Real Estate		2,145.55
Parcel: 2784800001	Processed: Remiliance Processor	District: Palmetto	
Assessed Value: 97,211	Exemptions:	Taxable: 0	
		Payment Date: 11/15/2011	
	Legal: BEG 19.9 CHS N & 6.32 CHS	E OF SW COR OF SE1/4 OF	
Assessed To:	SEC 14, TH GO S 105 FT, TH TH E 210 FT TO POB, LESS 1	W 210 FT, TH N 105 FT, THEREFROM THE W 93 FT &	
Amanda L Nevin Dmd Pa	LESS ALSO THE E 17 FT & F	D R/W ON N	
	PI#27848.0000/1		
707 7th St W			
Palmetto FL 34221	Location: 707 7th St W		
	Property Fees	Paid	Paymen
	Interest Penalty		0.00
	Total Property	Fees	0.00

Payments	_		Real Estate	
Method	Check #	Paid By		Payment Amount
Check	5668			2,145.55

VERIFICATION OF STATUS OF UTILITY ACCOUNTS

Date of Request:__11/2.8/11

Store Front Grant Application # 12-04

Customer Service Representative: Please provide the requested information and return to:

> PALMETTO CRA 715 4[™] Street West Palmetto, FL 34221 Attention: Jenny Silverio E-Mail: JSIlverlo@PalmettoFl.org Fax; (941)723-4704

Property N	ame& ,			_		
Address:	manda	L.	NEVIN,	M.D.	707	7th ST. W.
						METTOS PL

Property Owner Name & Malling Address: Lance_____

Thank you,

Please Indicate with an (X): Services provided:

> Water Sewer Garbage

Status:

Utility Account is paid in full to date Utility Account is delinquent in the amount of \$_____ as of _____.

Additional comments: (Please note repeated or extended delinguencies as evidenced throughout the past 24 month period).

Customer Service Representative: Prony Johnston Prany Johnston 11-28-11 Print Name Date

VERIFICATION OF CODE/BUILDING ORDINANCE COMPLIANCE

Date of Request: 11 28/11

Store Front Grant Application # 12-04

Customer Service Representative: Please provide the requested information and return to:

> PALMETTO CRA 715 4TH Street West Palmetto, FL 34221 Attention: Jenny Silverio E-Mail: JSilverio@PalmettoFl.org Fax: (941)723-4704

Property Name & Address:						
AMANDA L. NEVIN	Drnd	Pa	707			
			Phir	DETTO	FL.	34221

Property Owner Name & Mailing Address:

Thank you,

Please Indicate with an (X):

Property is within compliance with all applicable codes and building ordinances

X

Property will be in compliance with all applicable codes and building ordinances upon completion of projected improvements.

Property is not within compliance with applicable codes and building ordinances

Additional comments: (Please note repeated or extended violations as evidenced throughout the past 24 month period). . 2 11.

							CURRENT
concreans.	NO	REPEATE	>	OR EXT	EN MED	riviarion	94
						15.01.1	

Building/Code Enforcement Repr	esentative:	1.1
CBILL STROINS	- 3 Shill	11/28/11
Print Name	Signature	Date



