



Jacksonville Economic Development Corporation

Operation Facelift

Guidelines and Application

Please return completed application with necessary attachments and signature to:

Jacksonville Economic Development Corporation
P.O. Box 1604
Jacksonville, TX 75766

If you have any questions, please contact JEDCO at 903-586-2102.

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Operation Facelift Overview

INTRODUCTION

The Jacksonville Economic Development Corporation (JEDCO) established Operation Facelift to provide financial assistance to property and/or business owners, or their tenants, to promote new or expanded business development and beautify Jacksonville.

Operation Facelift contains two programs. The Façade Program is aimed at improving the appearance and operations of eligible businesses and/or commercial properties. The Demolition Program exists to prepare commercial properties for redevelopment and the attraction of new investment. Both programs serve to beautify Jacksonville.

Funding for Operation Facelift is provided by JEDCO.

DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: the Property owner or business occupant signing the Application

Demolition Permit: City of Jacksonville permit required for demolition (see pg. 12)

Façade: the front or side of a building facing a public way or space and finished accordingly

JEDCO: Jacksonville Economic Development Corporation

Notice to Proceed: a written notice from JEDCO Staff authorizing the Applicant to commence the project

Property: the physical lot and/or building to which improvements are being made

Staff: JEDCO President or designee

Operation Facelift - Façade Program (FP)

ELIGIBILITY – Façade Program

The following criteria must be met for participation in the Façade Program:

1. Applicants must be commercial property owners or commercial tenants located in the Jacksonville city limits or ETJ;
2. Tenants must have written approval from property owners to participate in program;
3. Applicants must be up to date on all municipal taxes prior to participation in the program;
4. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
5. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
6. Understanding that the overall objective of the Façade Program is to improve the exterior, visibility and presentation of a property; JEDCO has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
7. Ineligible businesses: government offices, residences, home businesses, bars/taverns, liquor stores, tattoo parlors, and sexually-oriented businesses.

GUIDELINES – Façade Program

Improvements to be funded by JEDCO must be compatible with the character and architecture of the individual building and meet City standards with regards to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

Qualifying Façade Improvements:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
2. Window replacement and window framing visible from the street which is appropriately scaled to the building;
3. New City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
4. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;

5. Awnings or canopies which can be both functional and visually appealing;
6. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate;
7. Cleaning, repainting or residing of building;
8. Resurfacing and/or restriping of parking lots visible from street;
9. New storefront construction, appropriately scaled within an existing building;
10. Replacement or repair of the portions of the roof that are visible from an adjacent public street;
11. Replacement or repair of existing gutters and/or downspouts;
12. Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

Non-Qualifying Façade Improvements/Expenses:

1. Unless highly visible from the primary street or adjacent streets, exterior improvements located on the sides or rear of buildings are considered ineligible;
2. Interior improvements;
3. Outdoor dining/seating;
4. Playground or recreational equipment;
5. Structural changes;
6. Burglar bars;
7. Security alarm system;
8. "Sweat equity";
9. New commercial construction;
10. Benches/porch swings;
11. Umbrellas;
12. Gazebos;
13. Trellises;
14. Window boxes;
15. Permitting fees;
16. Architectural survey or other professional fees;
17. Asbestos testing, removal, abatement, or remediation; or
18. Improvements for which insurance monies are received.
19. Improvements made prior to receiving a "Notice to Proceed" are ineligible for reimbursement.

PROGRAM ASSISTANCE – Façade Program

JEDCO will reimburse Applicant fifty percent (50%) of total eligible project costs, up to a \$5000.00 maximum.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be "in-kind." JEDCO will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between JEDCO and Applicant.

PROGRAM PROCEDURES – Facade Program

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicant has ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
4. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
5. Applicant notifies Staff once project is completed.
6. Staff certifies the improvements comply with the approved Agreement.
7. Applicant must submit copies of all paid invoices to JEDCO.
8. Reimbursement for eligible and verified expenses to be made by JEDCO within 30-days of receipt.
9. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

Operation Facelift - Demolition Program (FP)

ELIGIBILITY – Demolition Program

1. Application must be submitted by the property owner(s);
2. Property on which demolition is to take place must be commercially zoned and in the Jacksonville city limits or ETJ;
3. Property owner must obtain a City of Jacksonville demolition permit;
4. Applicants must be up to date on all property taxes prior to participation in the program;
5. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding the overall objective of the Demolition Program is to beautify Jacksonville and promote future business development; JEDCO has the discretion to decline an application while suggesting enhancements that would enable future acceptance.
8. Acceptance of financial assistance from JEDCO prohibits the following land uses/business types from occupying the site for which monies were received for a period of 5-years from the date monies are received: tattoo parlor, tobacco/vapor store, pawn shop, cash advance/payday loan, landfill, scrap-metal business, sexually oriented business. Violation of this requirement shall result in full repayment of JEDCO monies.

GUIDELINES – Demolition Program

Demolition to be funded by JEDCO must be deemed in the best interest of the public and to serve to promote future business development in Jacksonville.

Qualifying Demolition Projects/Expenses:

1. Demolition and removal of structures on commercially zoned property highly visible from major thoroughfares.
2. Demolition and removal of above ground site improvements such as sign supports/poles, fencing, etc.
3. Asbestos survey/testing as required by City permit.
4. Asbestos abatement.
5. Permit fees.

Non-Qualifying Demolition Projects:

1. Demolition for which insurance monies are received.
2. Demolition made prior to receiving a Notice to Proceed.
3. Removal of debris and trash unrelated to demolition.
4. Demolition required by law, ordinance, code, or other means of enforcement.

PROGRAM ASSISTANCE – Demolition Program

JEDCO will reimburse Applicants 100% of the first \$2,500 of eligible project costs, and 50% of the remaining eligible costs. Maximum reimbursement not to exceed \$10,000.

Breakdown	Eligible Project Costs	Reimbursement %	Maximum Reimbursement
Tier 1	\$0 – \$2,500	100%	\$2,500
Tier 2	\$2,501+	50%	\$7,500

Example 1: Reimbursement Calculation

Total project cost: \$6,500
Tier 1 reimbursement (100% of \$2,500): \$2,500
Tier 2 reimbursement (50% of \$4,000): \$2,000
Total Reimbursement: \$4,500

Example 2: Reimbursement Calculation

Total project cost: \$25,000
Tier 1 reimbursement (100% of \$2,500): \$2,500
Tier 2 reimbursement (50% of \$22,500): \$7,500
Total reimbursement: \$10,000

Should asbestos testing identify the presence of asbestos, which results in a demolition/abatement quote or bid that is cost prohibitive, the cost of asbestos survey/testing is reimbursable up to 50%, or a maximum of \$500.

Applicant’s match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be “in-kind.” JEDCO will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between JEDCO and Applicant.

PROGRAM PROCEDURES – Demolition Program

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application, including required quotes, to JEDCO (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicant obtains required City Demolition Permit. Permit application attached (see pg. 12).
4. Applicant has ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
5. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
6. Applicant notifies Staff once project is completed.
7. Staff certifies the improvements comply with the approved Agreement.
8. Applicant must submit copies of all paid invoices to JEDCO.
9. Reimbursement for eligible and verified expenses to be made by JEDCO within 30-days of receipt.
10. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

NOTICES – Operation Facelift

JEDCO will not reimburse Applicants for partially completed projects. Any, and all, deviations from the approved Agreement must be approved by JEDCO.

JEDCO has the right to terminate any agreement under Operation Facelift if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Agreement and the receipt of a Notice to Proceed.

JEDCO reserves the right to amend the conditions and parameters outlined in these guidelines.

JEDCO is solely responsible for determining if a proposed project meets the intent and spirit of the program.

JEDCO has the right to discontinue Operation Facelift, or one of its Programs, at any time, for any reason.



Operation Facelift Application

Please return completed application with necessary attachments and signature to Jacksonville Economic Development Corporation, P.O. Box 1604, Jacksonville, TX 75766. If you have any questions, please contact JEDCO at 903.586.2102.

Applicant Name:

Date:

Business Name:

Mailing Address:

Contact Phone:

Email Address:

Building/Property Owner (if different than Applicant):

Historical/Current Building Name:

Project Site/Address:

Program Requested

Façade:

Demolition:

Description of planned improvements (attach additional information if necessary):

Façade Program		Demolition Program	
Expenditures	Estimated Cost	Expenditures	Estimated Cost
Façade/Building Rehab	\$	Asbestos Survey	\$
Signage/Lighting	\$	Demolition*	\$
Architectural Elements	\$	Asbestos Abatement**	\$
Parking/Driveways	\$	Other	\$
Total		Total	

Applicant Signature _____

Date _____

Building Owner Signature _____

Date _____

By signing, you agree to the proposed improvements to the property by the Applicant (Tenant).

*Two (2) quotes required (it is preferred at least one (1) quote is obtained from a Jacksonville-based or owned business)

**If required, two (2) quotes required

(For office purposes only)

Approved Date _____ Work completion deadline _____

THE CITY OF JACKSONVILLE

APPLICATION FOR DEMOLITION PERMIT

Name of Owner: _____ **Date:** _____

Street: _____ **Block:** _____ **Lot:** _____

CLASS OF BUILDING

- ___ One Family Dwelling
- ___ Two Family Dwelling
- ___ Apartment
- ___ No. Apartment
- ___ Local Retail
- ___ Commercial
- ___ Central Business
- ___ Wholesale
- ___ Warehouse
- ___ Industrial
- ___ Light Manufacturing
- ___ Heavy Manufacturing
- ___ Repair to Building
- ___ Addition to Building
- ___ Private Garage
- ___ Outhouse

CLASS OF ROOF

- ___ Comp. Shingle
- ___ Wood Shingle
- ___ Built up Roof
- ___ Roofing Paper
- ___ Metal
- ___ Tile
- ___ No. Flues to Ground
- ___ No. Bracket Flues
- ___ No Chimneys

FOUNDATION

- ___ Stone
- ___ Brick
- ___ Concrete
- ___ Wood
- ___ Piers

TYPE OF CONSTRUCTION

- ___ Frame ___ Concrete
- ___ Brick ___ Iron Clad
- ___ Stucco ___ Hollow Tile
- ___ Brick Ven.

THICKNESS OF WALLS IN THE FIRE LIMITS _____

ELECTRIC WIRING to be coordinated with ONCOR

PLUMBING CONNECTIONS to be coordinated with The City of Jacksonville

NUMBER OF ROOMS: _____ **TOTAL SQ. FT.:** _____ **NO. OF PORCHES:** _____

ESTIMATED TIME FOR COMPLETION, (IN DAYS): _____ **COST:** _____

NAME OF CONTRACTOR: _____

DO NOT USE THIS SPACE

Date received: _____

Inspector's estimate: _____

Approved: _____

Rejected: _____

Reason for rejection: _____

I hereby certify that the information on this application is true and correct.

Signature of applicant

Mailing address

City

State

Signature of BUILDING INSPECTOR