



## COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION

The goal of the Commercial Façade Improvement Program is to assist small businesses in upgrading existing commercial facades and street frontages to improve aesthetics and attract new visitors to the City of Torrance. The Program allows owners of commercial and industrial properties to apply for matching funds, up to 50% of the cost of improvements with a maximum rebate cap of \$40,000, to rehabilitate their property. Eligible improvement projects focus on enhancing the exterior appearance of the property. Interested owners shall submit an application that outlines the proposed improvements and provides contractor bids for the scope of work. The scope of work shall be approved by the City prior to obtaining contractor bids.

The Commercial Façade Improvement Program includes three tiers:

- Tier 1 includes a rebate of up to \$1,000.
- Tier 2 includes a rebate of \$1,001 to \$20,000.
- Tier 3 includes a rebate of \$20,001 to \$40,000.

If the application is approved, the City will prepare an Owner Participation Agreement that outlines the terms and conditions for execution. Rebates over \$1,000 shall be subject to applicable State Prevailing Wage laws. Staff will monitor the terms and conditions of the Agreements to ensure they are being satisfied.

### Eligibility

1. The applicant shall be the entity paying for the proposed improvements;
2. Businesses listed on the **ineligible business list** are not eligible to participate in the Program;
3. The applicant shall have had an active City Business License, for the location for which they are applying, for minimum of 12 months;
4. Tier 1 projects require a minimum of one (1) licensed contractor bids to be obtained for the application to be accepted;
5. Tiers 2 and 3 projects require a minimum of three (3) licensed contractor bids that factor in State Prevailing Wage laws shall be obtained for the application has accepted;
6. Projects shall comply with all City Zoning, Development/Design and Building Code standards;
7. All applicable Planning entitlements and Building Permits shall be obtained prior to construction;
8. Applications will be accepted starting April 1st through June 30th, during normal business hours, for each year that funds for the Program are available and will be reviewed on a first come first served basis. Each year approximately 50% of available funds will be allocated for Tier 3 projects, 35% will be allocated for Tier 2 projects, and 15% will be allocated for Tier 1 projects;
9. Only one rebate may be awarded per property within a 3-year period;
10. A maximum cumulative amount of \$40,000 may be awarded per property;
11. Only one application per property per application period may be submitted;
12. The valuation of the project may not exceed \$250,000;
13. The applicant shall submit copies of receipts, invoices, proof of payment, and documentation of prevailing wage prior to issuance of rebate;
14. Improvements shall be voluntary. Improvements that are required for satisfying an entitlement process or conditions of approval are not eligible for the Program;
15. The Applicant shall agree to the conditions of the Owner Participation Agreement, which may include giving the City of Torrance the first right of refusal if the property is to be sold.



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**The types of projects eligible for use of the Commercial Façade Improvement Program funds include:**

- Exterior painting, stucco, or siding repair/replacement;
- Awning/canopy installation, repair, or replacement (excluding tenant signage and advertisements);
- Landscape/irrigation (in-ground or raised planters; potted or portable planters are not eligible) installation or replacement (subject to the approval of Landscape Plan Review application, if applicable);
- Window, door, and glass replacement (storefront only);
- Replacement of non-conforming signage with conforming signage (excluding tenant signage and advertisements);
- Exterior lighting installation, repair or replacement;
- Façade or storefront remodel (subject to the approval of Administrative Planning Permit, if applicable);
- Accessibility upgrades;
- Outdoor dining with street frontage (subject to the approval of an Administrative Planning Permit, if applicable);
- Bike racks;
- Rooftop equipment screening.

**Ineligible expenses/projects:**

- Construction of a new building or additional enclosed floor area;
- Interior tenant improvements;
- Public right-of-way improvements (apart from outdoor dining improvements in the Downtown Torrance District);
- Tenant signage, including awning signs and banners;
- HVAC equipment;
- Roofing replacement or repairs;
- Furniture or moveable equipment;
- Potted landscaping or portable planters;
- Parking lot paving, resurfacing, repair, and striping;
- Improvements that are required in order to comply with a project entitlement or conditions of approval;
- Work performed or started prior to the approval of the application (executed Participation Agreement);
- Residential properties;
- Any project that does not further the goals of the Commercial Façade Improvement Program

**The scope of work shall be approved by the City prior to obtaining contractor bids.**



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CITY OF TORRANCE

PROPERTY ADDRESS:		ASSESSOR PARCEL NUMBER:		
CURRENT USE (CHECK ONE)	COMMERCIAL	INDUSTRIAL	MIXED-USE	OTHER:
<b>PROPERTY OWNER</b>		<b>APPLICANT</b>		
PRINT NAME		PRINT NAME		
ADDRESS		ADDRESS		
(CITY, STATE & ZIP CODE)		(CITY, STATE & ZIP CODE)		
TELEPHONE NUMBER		TELEPHONE NUMBER		
EMAIL		EMAIL		
SIGNATURE		SIGNATURE		
<b>STEP 1: SCOPE OF WORK</b>				
<b>Submittal Requirements:</b>				
	<b>Two sets of Project plans (Site Plan, Elevations, Landscape)</b> drawn to scale, dimensioned, identifying major features.			
	<b>Exterior color, finish, and material samples</b>			
	<b>Evidence of business and property ownership</b> (e.g. lease agreement or grant deed)			
	<b>Proof of active City Business License</b>			
	<b>Evidence of property, fire, and general liability insurance</b> (For Tiers 2 & 3)			
	<b>Current color photographs of the storefront/facade and property conditions</b>			
	<b>Proof of Funds to Contribute</b> (e.g. most recent bank statement.)			
<b>Description of proposed improvements:</b>				
<b>Amount Applying For:</b>				
<b>FOR CITY USE ONLY-DO NOT WRITE BELOW THIS LINE</b>				
	Approved		Denied	By: _____
				Date: _____



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STEP 2: SUBMITTAL OF BID(S)	
	<b>For rebate requests up to \$1,000, submit one bid for the scope of work from a licensed contractor.</b>
	<b>For rebate requests exceeding \$1,000, submit a minimum of three (3) bids for the scope of work from licensed contractors. Bids shall account for State Prevailing Wage laws.</b>

### PROGRAM & PREVAILING WAGE ACKNOWLEDGEMENT

In the event Applicant undertakes to do the work herself/himself, the reimbursement will be limited to the actual cost of equipment and materials. Truly volunteer assistance is permissible provided the approved project rebate is \$1,000 or less; however, if the rebate is \$1,000 or more and Applicant employs temporary help, utilizes existing employees, utilizes volunteers, or engages in barter to do the work, payment of prevailing wages will be required.

I understand that before I receive reimbursement for 50% of the cost of improvements, all improvements must be completed, and I must submit detailed cost documentation, including invoices, bills, copies of building permits, and all contractors' lien releases.

I, the applicant, \_\_\_\_\_, have read the guidelines for the Commercial Façade Improvement Application and agree to carry out the work in accordance with these guidelines. I further agree to comply with the design guidelines for the area and the specific design recommendations of the City staff. I understand that any changes in the approved plans or specifications must be presented to the Community Development Department for approval.

I further understand that I cannot begin work on the improvements until my application has been approved by the Community Development Department and an Owner's Participation Agreement has been fully executed by the City. I realize that the cost of work performed prior to these occurrences will not be reimbursed by the City. Labor costs are subject to prior review and approval by the Community Development Department staff.

Finally, I understand that before I receive reimbursement for 50% of the cost of improvements, all improvements must be completed, and I must submit detailed cost documentation, including invoices, bills, copies of building permits, and all contractors' lien releases.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PROGRAM CHECKLIST

<input type="checkbox"/>	Application submitted to the City
<input type="checkbox"/>	Application and scope of work reviewed
<input type="checkbox"/>	Bids submitted
<input type="checkbox"/>	Acceptance into program
<input type="checkbox"/>	Selection of licensed contractor
<input type="checkbox"/>	Plans submitted for Plan Check and Building Permits secured (if necessary)
<input type="checkbox"/>	Owner Participation Agreement executed/signed and work authorized to proceed
<input type="checkbox"/>	Job completed and passes City inspections
<input type="checkbox"/>	Receipts/invoices/documentation of prevailing wage submitted to City
<input type="checkbox"/>	Rebate processed

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