



Preservation Rehabilitation Grant Program Guidelines

The City Commission of the City of Winter Park has established the Preservation Rehabilitation Grant Program to provide a financial incentive to property owners to encourage owners to list their historic properties on the Winter Park Register of Historic Places and for current listed properties to reinvest in the preservation of their building. Where appropriate, owners would also be encouraged to apply for inclusion on the National Register of Historic Places.

ELIGIBLE APPLICANTS

- The grant applicant must be the current property owner;
- The property must be located within the boundaries of the City of Winter Park;
- The property must be listed on the Winter Park Register of Historic Places or be a contributing structure within a Historic District;
- The listing on the Winter Park Register of Historic Places must be finalized before the Preservation Rehabilitation Grant work commences;
- Exterior work which alters the appearance of the structure must be approved by the Historic Preservation Board (HPB) and must conform to the Secretary of the Interior's Standards for Rehabilitation;
- The Preservation Rehabilitation Grant can only be used once per building; regardless of ownership;
- The applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County.

Ineligible Applicants: Government offices and agencies (non-governmental, properties exempt from property taxes.

ELIGIBLE PROJECTS

The Preservation Rehabilitation Grant program is funded through annually budgeted general funds. The City will match the Owner up to fifty percent (50%) of the total cost of eligible improvements up to \$18,000. All work must conform to the Secretary of the Interior's Standards for Rehabilitation. Exterior work must be approved by staff or the Historic Preservation Board, as applicable.

Eligible work: Rehabilitation of the exterior of historic buildings including:

- Roofs and eaves with like materials;
- Structural foundations;
- Porch repairs (not enclosure);
- Storefronts on commercial buildings;
- Gutters and downspouts;
- Siding repair (not replacement unless with like materials);
- Painting and masonry work;
- Window Repair or Replacement.

Following interior repairs are allowed as long as they are part of work which improves safety and conformance with the Florida Building Code:

- electrical repair;
- plumbing repair not including fixtures;

Ineligible Activities:

- security systems;
- Interior renovations and non-permanent fixtures;
- personal property and equipment;
- security bars;
- sidewalks and paving;
- services performed by a non-licensed contractor;
- work performed prior to approval by the City.

AWARD TIMELINE

Owners may apply at any time, but are encouraged to submit their applications before October 1 or as soon as possible to ensure funds are available for commitment. Listing in the Winter Park Register of Historic Places must be finalized prior to grant approval and commencement of work. Annual funding limits may result in a wait list. Endangered properties may take priority.

AWARD REIMBURSEMENT

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$18,000 per property.

Grant funds will be paid once the project is complete. The City will reimburse the awarded grant funds at the completion of the renovation or repair project, with proof of paid invoice, with certification from the property owner that they accept and are satisfied with the work done by the contractor including scope and workmanship and upon completion of all final inspections by the Building Dept. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The City reserves the right to refuse reimbursements in whole or in part for work that is not completed within nine months unless otherwise approved. The City cannot reserve funds indefinitely, grants may be subject to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs funds have been committed, owner/lessee may still submit an application, complete approved work and be reimbursed for that work if funding is approved. Due to the uncertain nature of budget availability in any given year, the City cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list may be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any exterior improvement under this program, may be eligible for funding.

DOCUMENTATION REQUIRED

Applicants shall submit an executed contract with a licensed contractor for the proposed and completed work. The City will match up to 50% of the cost up to \$18,000. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The City has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, Historic Preservation Board approval, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

CONTRACTUAL AGREEMENT

A contractual agreement will be executed with each successful applicant and subject to the terms of that agreement, funds will be disbursed on a reimbursement basis only.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost.

Failure to provide required information will delay the review and/or approval process.

The applications must include the following attachments:

1. Complete application form
2. Copy of current property insurance

3. Digital photographs of existing conditions of project
4. Written description of project improvements including material list and color selections
5. Simple sketch of improvement project
6. Executed Contract with a licensed contractor for each type of work proposed

Submit complete applications to:
Planning and Zoning Department
Attn: Preservation Rehabilitation Grant Program
401 South Park Avenue
Winter Park, FL 32789

For more information about the reservation Rehabilitation Program, please contact our office at 407-599-3440.