

INSTRUCTIONS FOR PROCESSING

COMMERCIAL REHABILITATION PROGRAM APPLICATIONS

Note: Please attach a photo of your building.

1. Applicant (property owner) receives application from **Onondaga County Community Development**.
2. Applicant returns completed attached application with property deed & all real property tax receipts including Village, Town/County & School for past Two (2) years to **Onondaga County Community Development, Attn: Toni Kleist, 1100 Civic Center, Syracuse, NY 13202**.
3. **Community Development** will check and confirm:
 - a. proof of ownership (deed, etc.);
 - b. paid Property taxes (including Village, Town/County & School)
 - c. location of property; and
 - d. signed application certification.
4. **Community Development** forwards the application to the appropriate municipal **Code Enforcement Officer**.
5. The **Code Enforcement Officer** will contact the applicant to arrange for a fire safety inspection.
6. After the inspection, the **Code Enforcement Officer** will forward the application to Community Development.
7. If all taxes are paid to date, and there are no code violations, Community Development will place your application on the waiting list, and will send you a letter outlining the next steps in the process.

***** Any Code Violations must be corrected, and all property taxes must be paid, before your application can be approved. *****

Please Note: No work may begin without written approval from Community Development.

COMMERCIAL REHABILITATION
**APPLICATION FOR MATCHING GRANT
FOR
EXTERIOR BUILDING IMPROVEMENTS**

1. Name of Applicant _____ Date of Application _____
Address of Applicant _____
Telephone Number (Home) _____ (Business) _____

2. Address of Building to be renovated _____
Town _____ Village _____

3. To be completed by Community Development:

Ownership (Deed shown) _____

All Taxes paid (proof) _____

Tax I.D.# _____

Certification Signed _____

4. To be completed by Code Enforcement Officer:

I hereby certify that I have inspected the interior of the above named property, and

___ A. The property has no interior code violations

___ B. The property has the following interior code violations:
(attach code violation sheets)

Code Enforcement Officer

Date

**COMMERCIAL REHABILITATION PROGRAM
APPLICATION CERTIFICATION**

6. I, _____,
(Property Owner)

of Community Development to inspect my property, located at _____

_____ and prepare cost estimates.
(address of property)

7.

- A preliminary design and cost **estimate** will be decided upon after consultation with the Community Development representative.
- Upon acceptance of the estimate, I will then establish an escrow account for my share of the estimated project cost.
- I understand that all work must follow the U.S. Department of Interiors, "Guidelines for Rehabilitation of Historic Buildings" and the N.Y.S Building Code.
- I will also be financially responsible for all signs on my property and insure their compliance with the design.
- I agree to allow the municipal **Code Enforcement Officer** to do a fire safe inspection of my property. I agree to correct any interior code violations before my application can be approved by Community Development.
- I understand that my construction drawings will be completed by Community Development and only contractors approved by Community Development will be allowed to bid on this project.
- I understand work may not begin without written approval from the CD Architect. All construction work will be supervised by the CD Architect, who will also authorize all payments to the contractor.
- All Property taxes are current and will be current at the completion of the project. Owner will submit proof of same.

Signature: _____ Date _____
(Property Owner)