

**WINTER HAVEN**  
*The Chain of Lakes City*

**Community Redevelopment Agency Alleyway Reimbursement Application**  
451 Third Street, NW ♦ Winter Haven, FL 33881 ♦ 863-291-5600

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**\*Application must be filled out completely to be considered for grant funds.**

The intent of the City's Alleyway Reimbursement Program is to leverage a private sector investment via new construction or rehabilitation within the Downtown CRA District to facilitate improvements within adjacent public alley rights-of-way that eliminate blighted conditions and benefit the public. The Downtown CRA may reimburse the Applicant/Developer for up to \$50,000 of the cost of construction for improvements within the public alley rights-of-way including but not limited to utility infrastructure, drainage, paving materials, brick pavers and lighting.

**APPLICANT INFORMATION:**

Applicant/Developer/Property Owner Name: \_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

**PROJECT INFORMATION** *(if needed, please include additional pages):*

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Description/scope of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT COST:**

Reimbursement Amount Requested: \$ \_\_\_\_\_

Please attach an Engineer's Estimate of Cost for construction, to include materials and labor.

**I understand that in order to receive reimbursement, I must comply with the following criteria:**

1. Reimbursement only applies to public alleyways within the Downtown Community Redevelopment Agency (CRA) district. Funding is available on a first come, first serve basis until funding until all available funding has been allocated. Available funding is subject to appropriation of funds by the CRA Board during the adoption of its annual budget.
2. Work shall not commence prior to application approval. Any construction within the public alley rights-of-way prior to application approval will be ineligible for reimbursement.
3. Reimbursement is for hard costs (including labor) associated with the proposed improvements within the alleyway, not to exceed \$50,000. Design and permitting costs shall not be reimbursable.
4. All necessary permits must be issued prior to construction.
5. Reimbursement is subject to successful final inspection and acceptance of the constructed improvements by the City's Engineering Services Division or applicable City Division.
6. Proof of payment is required prior to reimbursement.

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

**Reimbursements are paid after required documentation is received and is determined acceptable.**

*All programs and assistance of the CRA are available without regard to race, color, national origin, gender, religion, age, disability, veteran status, genetic information, political beliefs, sexual orientation, and marital or family status. The CRA is an equal opportunity provider and employer.*

**For Official Use Only:**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
\_\_\_\_\_

Approved/Denied Status: \_\_\_\_\_ Decision Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Approval/Denial Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_