



## Application

**Applicant Name:** \_\_\_\_\_

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

**Business Name:** \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Total Cost of Project:** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Please attach the following:**

Addendum A - Project Rendering

Addendum B - Professional Estimate(s) from an architect or licensed contractor

Sign \_\_\_\_\_ New \_\_\_\_\_ Replacement \_\_\_\_\_ Altered \_\_\_\_\_



**Application will not be reviewed without all supporting data.**

I hereby submit the attached plans, specifications and/or color samples for the proposed project and understand that the Zephyrhills CRA Board must approve. No work shall begin until I have received written approval from the ZCRA. No funding is guaranteed until completed application is approved by the ZCRA Board. I agree to place a ZCRA Grant sign for the duration of the project and agree to return the sign. Grant monies will not be paid until the project is completed as designed and a paid invoice (s) is provided. The project must be completed within 1 year of grant approval. I agree to leave the completed project in its approved design and colors for a period of 5 years from the date of completion. I understand a W-9 must be provided to the City of Zephyrhills before reimbursement funds are paid

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Print Name

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Date

Signature of Applicant

## **FOR CRA STAFF ONLY**

### **Checklist for Application Completeness:**

- Business is located within the CRA District.
- Copy of Business Tax Receipt, BTR, Business License.
- If applicant is tenant, copy of notarized letter of approval from owner of property.
- Verified Property Taxes, both city and county, are current.
- Building meets all current building and life safety codes or has approved plans submitted to the City's Building Department. Verified by Building Department.
- Business is a permitted use as outlined in the City of Zephyrhills Land Development Code and meets the intent of the zoning code
- Detailed written description of proposed improvements.
- Detailed written description of proposed business including hours of operation.
- Drawing which depicts the size, dimensions, and locations of improvements or modifications.
- Construction and cost estimate from licensed contractor for project as detailed.
- Copy of contract with a licensed contractor registered with the Pasco County Licensing Board and the City of Zephyrhills.
- Samples:  
A color fabric or material sample for awning  
Paint sample noting body and trim colors  
Detailed specifications and rendering of windows and/or doors, if applicable.
- Current pictures of building, showing front and sides of building.

**CRA Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_