

Storefront Renovation Rebate Program

ELIGIBILITY

- The commercial zoned property is located the Village's General Commercial District.
- Apartment buildings without first floor commercial space(s) are not eligible.
- Home based businesses are not eligible.
- Funds cannot be used for NEW construction.
- Storefront improvements are but not limited to, masonry/brick pointing, cornices, exterior painting, windows/glazing, exterior doors, exterior façade lighting, awnings & signage. Parking lots are not an allowable project.
- Property owner must sign off on full support of the project if the business/tenant is the applicant.
- Property taxes must be current.
- The applicant must be able to pay for 100% of the project cost up front.

REQUIREMENTS

- Payroll taxes for the business tenant must be reported to the Village Income Tax Office. If the business is not a start-up, a payroll tax report for the prior calendar year must be submitted as a part of the application.
- If the business tenant (for Signage-Only and Full Façade projects) is a start-up, a business plan and projected financials must be submitted to Economic Development.
- For Full Façade projects, all businesses leasing space in the building must have current Certificates of Occupancy through the Village's Zoning Department before the rebate will be issued.
- For Signage-Only projects, businesses receiving the rebate must have current Certificates of Occupancy Permits through the Village's Zoning Department before the rebate will be issued.
- If business signage is included in a Full Façade project, the cost of the sign can only be included if the business is not a national chain. Franchise locations are eligible for signage.
- Only one rebate may be obtained per address in a calendar year and total amount received by this program cannot exceed \$10,000 in totality.
- Adjoining commercial buildings, with more than one owner are eligible only if the proposed improvements are made to the entire frontage of all such adjoining businesses or structures. In addition, all building owners but be included in the application and process.
- If there are exterior Zoning Code violations at the time of application, a written plan with timeline to complete the work must be established to remedy the violations if the project scope is not addressing the violations. The rebate will not be issued until the violations are corrected to the satisfaction of the Zoning Department.

HOW TO APPLY

- 1) Fill out the project application and include the following
 - a. Color photos of your storefront and surroundings
 - b. Illustrations showing the proposed improvement(s)
 - c. At least 2 estimates for the contracted work
 - d. IRS W-9 form
 - e. Any other document required by the Village but not listed.
- 2) Submit application the Economic Development Office at 14860 N State Avenue, Middlefield, Ohio 44062 or email LGambosi@middlefieldohio.com
- 3) You must wait for final approval from the Village prior to beginning any work on the project to be eligible for the rebate.
- 4) Applications will be reviewed by the Village's Economic Development Committee (EDC).
Applications will be reviewed on a first come first serve basis.

BEGIN WORK

- 1) Receive approval letter from Village
- 2) Obtain all necessary zoning and building (if needed) permits
- 3) Projects must be completed within 9 months. If the project timeline is to be greater approval must be given from Village.
- 4) Any changes to the submitted proposal must also be approved by the Village and approved to keep eligibility for rebate.

REBATE

- After final inspection, the applicant will submit for the rebate to the Village and provide demonstration that 100% of the project has been completed and paid for with receipts/paid invoices. Proof of payment in the form of copies of checks (front & back), credit card statements, or money orders. If you are paying your contractor in cash we will need a copy of the receipt showing payment was received. Rebated funds will be up to 50% of the total project cost not to exceed \$10,000. Signage-Only applications are 50% not to exceed \$2,000.

Rebate Program	Maximum Rebate	To receive the maximum rebate, the project total for eligible expenses must be at least:
Signage-Only	\$2,000	\$4,000
Full Façade	\$10,000	\$20,000

- The rebate funds will not be issued until all required documentation is complete and permits have been closed out.
- Only one rebate will be awarded per address in a single calendar year.
- Completion photos must be submitted with reimbursement request.