



Local Enterprise Zone Redevelopment Program

PROGRAM CONTACT

Jason Witt
Lynchburg Office of Economic Development
(434) 455-7291
Jason.Witt@lynchburgva.gov

All applications must be filed with the Office of Economic Development within 30 days of obtaining a building permit or beginning the project.

PURPOSE

The purpose of Local Redevelopment Program is to encourage investment in and improvement of real property located within the City of Lynchburg's Enterprise Zones. The Program is designed to assist property owners and/or business owners with real property and capital investment projects, decrease vacancy rates, revitalize designated areas and/or increase the City's tax base.

QUALIFICATION

The property or business must be located in one of the City of Lynchburg's Enterprise Zones. The City of Lynchburg has two state Enterprise Zones with incentives for capital investment and job creation. To determine if a property is located in an Enterprise Zone, visit <http://mapviewer.lynchburgva.gov/enterprisezones/>.

- Redevelopment Program funds are available for qualifying commercial, industrial and mixed-use commercial projects.
- The program will support one third of qualified renovation, rehabilitation or capital improvement costs, with a maximum of \$25,000.
- Awards are limited to one per year per property owner and/or facility. A facility is defined as a complex of buildings, co-located at a single physical location, all of which are necessary to facilitate the conduct of the same trade or business.
- To qualify, residential properties must have at least **20% square footage devoted to commercial use**.
- For each commercial or industrial real estate, the existing structure must be **twenty-five (25) years of age** or older.
- **Applications must be submitted within 30 days of obtaining building permit or beginning work.**
- Projects should be **complete the project within one year** of the receipt of application.

Funds are awarded by the Lynchburg Economic Development Authority of the City of Lynchburg, Virginia. Program funding is contingent upon available appropriations each fiscal year.

The Local Redevelopment Program cannot be used to improve city-owned property or tax-exempt property.

To qualify for the Local Redevelopment Program a business or property owner must:

- Complete and sign the application form (must be signed by the owner of record if applicant is not owner) and return to the Office of Economic Development for consideration **within 30 days of obtaining a building permit or beginning work**
- Be current on all local taxes for properties and/or businesses.
- Have building permit(s) and a certificate of occupancy issued prior to grant being awarded, as required for the project.
- Complete the project within one year of the receipt of application**, unless both the LEDA and Office of Economic Development grant an extension.
- Submit a final report** to release Local Redevelopment Program funds within 30 days of receiving a certificate of occupancy. Grant amounts are calculated by building permit. If the project does not require a building permit, the applicant must submit a spreadsheet of eligible expenses with copies of paid invoices or receipts.
- Comply with all other applicable laws, rules and regulations, including a review and approval of plans by the Office of Economic Development and the City's Technical Review Committee.

The Lynchburg Economic Development Authority (LEDA) will review and approve or disapprove the application, based on recommendation made by the Office of Economic Development. Monies will be paid, by the LEDA, on a reimbursement basis, upon receiving verifiable receipts of construction/improvement costs or review of building permit and certificate of occupancy.

ELIGIBLE IMPROVEMENTS

If the project does not require a building permit, labor is not a qualifying expense. All improvements should comply with City zoning and planning guidelines. Exterior Improvements include but are not limited to:

- Masonry Repair
- Paint or Façade Repair/Removal/Cleaning
- Signage
- Awnings
- Lighting
- Landscaping
- Sidewalks
- Parking
- Storm Water Requirements
- Replace broken, tinted or boarded up windows
- Roof repair

Interior Improvements:

- HVAC
- Lighting
- Electrical
- Plumbing
- Telecommunications wiring
- Paint/wall coverings
- Floor Coverings

Funds used for upgrading property to meet City Fire Code, allow for mixed use of the property and/or improvements that would encourage occupancy of now vacant upper floors (subject to zoning regulations), including:

- ADA Improvements
- Elevators
- Fire Escapes
- Floor/wall improvements
- Sprinkler systems



APPLICATION

Applications must be submitted within 30 days of obtaining building permit or beginning work. Please type.

Date: Click here to enter a date.

Applicant Name: Click here to enter text.

Applicant Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Applicant Telephone: Click here to enter text.

Applicant Email Address: Click here to enter text.

Name of BUSINESS Owner(s), if different: Click here to enter text.

Federal Employee I.D. No.: Click here to enter text.

Property Street Address: Click here to enter text.

Website: Click here to enter text.

Name of PROPERTY Owner(s), if different: Click here to enter text.

Signature of PROPERTY Owner (s) _____

** must be signed by the owner of record if applicant is not owner*

Description of proposed improvements (attach additional page as needed):

Click here to enter text.

What percentage of the building is commercial? Click here to enter text.

Current assessed value of parcel: Click here to enter text.

**Visit <http://mapviewer.lyncburgva.gov/ParcelViewer/> to determine current assessment*

Estimated cost of redevelopment capital improvements: Click here to enter text.

Estimated Completion Date: Click here to enter a date.

I have attached the following documentation of City of Lynchburg project approval:

- | | |
|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Permit Number |
| <input type="checkbox"/> Driveway or Right-of-Way Permit | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Road/Water/Sewer or Public Infrastructure Plan | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> "Before" photograph of space or building to be improved | |

The need for City project approval can be confirmed by the Office of Economic Development or the Department of Community Development. If City of Lynchburg project approval is not required for the work, please submit the following supporting documentation as applicable to your project:

- | | |
|--|--|
| <input type="checkbox"/> Scaled Drawings | <input type="checkbox"/> List of Materials – Submit electronically |
|--|--|

I understand I will need to submit the following documents when the project is completed in order to receive the funds, including but not limited to, construction contract and/or receipts documenting investment in the above mentioned building and other documents such as Certificate of Occupancy or Documentation of Final Inspection by the City as the LEDA or City may request to verify the project is consistency with City Code.

A final report will be required to include submission of before/after digital images, number of jobs created or retained and a written testimonial on the program. Applicants must keep copies of receipts for three years.

Please verify and check the box that the following items have been completed:

- Completed and signed application form (must be signed by the owner of record if applicant is not owner), returned to the Office of Economic Development for consideration **30 days within issue of building permit or beginning work**
- Current on all local taxes for properties and/or businesses. The Commissioner of the Revenue may provide this information.
- Obtained a building permit(s), as required for the project.
- Complied with all other applicable laws, rules and regulations, including a review and approval of plans by the Office of Economic Development and the City's Technical Review Committee if necessary.

DECLARATION

Please return this application to the Office of Economic Development, 900 Church Street, Lynchburg, VA, 24504. Call (434) 455-4490 for more information.

I, the undersigned, am an authorized representative of the business firm for which this form is intended. I declare this form has been examined by me and is, to the best of my knowledge, an accurate statement. I further affirm my business is physically located at the address indicated in Part I and my business meets the qualification criteria as indicated in Part II and defined in Section 36 – 126.19 of the Code of the City of Lynchburg, Virginia. I further attest that all required documentation is true and correct, and is included with this application. Providing false, inaccurate or misleading information will result in disqualification for consideration of the Local Enterprise Zone Redevelopment Project Program.

Signature of Applicant

Name of Applicant

Title of Applicant

Date

All pages of the application must be submitted to the Office of Economic Development.

For office use only:

Received by: _____

Date received: _____