

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY  
REDEVELOPMENT AREA  
RESIDENTIAL LANDSCAPE PROGRAM GUIDELINES**

**PROGRAM PURPOSE AND BENEFITS**

The Greater Frenchtown/Southside Residential Landscape Program provides for the use of Community Redevelopment Agency (CRA) grant funds for landscape improvements to single family and duplex residential properties located within the Greater Frenchtown/Southside Community Redevelopment Area. The goal of the program is to improve the appearance of the properties participating in the program, thereby encouraging other residents in the area to make similar improvements, leading to the general enhancement of the visual appearance of neighborhoods within the redevelopment area. It is hoped that the program will eventually encourage homeowners to make additional home improvements within the redevelopment area thereby increasing residential property values within the Frenchtown and Southside neighborhoods.

This program is being offered on a first-come, first-serve basis to the residents of all homes within the redevelopment area. Applicants may be either (1) resident property owners or (2) residents joined by non-resident property owners. The CRA staff will review applications for completeness. Upon CRA approval of the application, the selected resident will receive a \$250 gift card from a participating nursery of their choice, to be used for a landscape consultation and for purchase of plants and materials, as provided below.

**How Can Program Funds Be Used?**

The first \$50 of the \$250 grant funds must be used for a landscape consultation, to be provided by the participating nursery of the resident's choice. The landscape consultation, which will take place at the residential property, will assist the resident in knowing what types of plants will best flourish in their yard, and will include the following:

- A recommendation of types of trees, shrubs and perennial plants that are suitable for the particular property;
- A drawing showing the location of the house and other impervious surfaces, along with the suggested locations of the recommended plantings;
- A visual check of soil conditions, along with recommendations for soil improvements, if needed.

At the conclusion of the home consultation, the homeowner (or renter) will be given a gift certificate for the selected nursery. The remaining \$200 of the grant funds must be

spent on plants and planting materials from the participating nursery of their choice. Residents will be encouraged by the nursery to purchase and plant either native plants or plants that require a minimum of maintenance. Plants purchased with these grant funds are limited to perennial plants, shrubs, and trees (annual plants may not be purchased with grant funds).

## **CRITERIA FOR PROJECT SELECTION**

1. The residence must be within the boundary of the Greater Frenchtown/Southside Community Redevelopment Area.
2. If the resident is not the owner of the property, the owner of said property must sign the application along with the resident, and agree to participate in this program.
3. The resident must agree to follow the advice of the participating nursery, both in terms of the selection of plants, and in terms of the care and maintenance of the plants, to the best of their abilities.
4. A resident may only participate in this program one time. Grant funds are limited and will be awarded on a first-come, first-served basis for complete applications approved by the CRA staff.

## **APPLICATION PROCEDURES**

A property owner and/or resident interested in participating in the Residential Landscape Program must submit a signed and completed application to the Tallahassee Community Redevelopment Agency, Mailbox A-17, 300 South Adams Street, Tallahassee, Florida, 32301, or by fax at (850) 891-6455. Applications will be accepted beginning November 2, 2009.

Applications will be reviewed for completeness. Applications that are incomplete may be returned for additional information.

Applications can be obtained from the City of Tallahassee Community Redevelopment Agency within the Department of Economic and Community Development, 1<sup>st</sup> Floor, Renaissance Building, 435 North Macomb Street, or from the City's website by going to [www.talgov.com/e cd/economic/french\\_south\\_cra.cfm](http://www.talgov.com/e cd/economic/french_south_cra.cfm)

## **Required Submissions**

Those items required for submission include:

1. A completed and signed application form.
2. A Resident who is not the property owner must provide written documentation (as a part of the application form) verifying that the property owner approves participation in the program.

## **Application Approval**

Applications will be processed and reviewed on a first-come, first-served basis. CRA staff will verify that the residence is located within the redevelopment area, and will review applications for completeness. Residents selected for participation will be notified by telephone, e-mail or by letter and will be sent a list of participating nurseries from which to choose. Selected nurseries will be informed of the name of the qualified resident that has selected to work with them, and the CRA will purchase a \$250 gift certificate in the resident's name at that nursery.

## **DISCLOSURES**

The CRA expressly reserves the right to reject any or all applications or to request additional information from any applicant. The CRA retains the right to amend the program guidelines and application procedures without notice. The CRA also retains the right to photograph the residence, in order to obtain "before" and "after" pictures for the landscape program. These photos may be posted on the CRA website.

## **CONTACT INFORMATION**

Questions on how to complete the application form or on any particulars of the program should be directed to CRA staff at (850) 891-6500, or by e-mail at [Rick.Fausone@talgov.com](mailto:Rick.Fausone@talgov.com)

October 20, 2009

**APPLICATION FOR THE RESIDENTIAL LANDSCAPE PROGRAM  
CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY (CRA)  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY  
REDEVELOPMENT AREA**

Yes, I would like to participate in the Residential Landscape Program and receive a \$250 gift certificate from a local, participating nursery for landscape advice, plants and planting materials to help beautify my yard. I understand that the home consultation from the nursery must take place prior to March 1, 2010.

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

Name of Resident: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address (if available): \_\_\_\_\_

If the Resident is not the Property Owner, please provide the name, address and phone number of the Property Owner:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

By virtue of my signature below, I agree to follow the advice of the participating nursery that I choose, both in terms of choice of plantings, and in the future care and maintenance of the plantings. I further agree that the CRA shall have the right to photograph my yard, in order to obtain “before” and “after” pictures for the landscape program. These photos may be posted on the CRA website.

**If you own this property**

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**If you rent this property**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_