

## **Liberty Hill Economic Development Corp. (LHEDC) Demolition Program Guidelines and Application**

### **STATEMENT**

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded the Demolition Program for the City of Liberty Hill. The program provides matching grant funds to eligible businesses, developers and/or individuals within Liberty Hill.

### **OVERVIEW**

This program is designed to encourage eligible businesses, developers and/or individuals to demolish substandard structures for future development or community quality of life improvements. The program is funded by and will be administered through the LHEDC. The Board of Directors has established the following guidelines.

**ELIGIBILITY** – Structures to be demolished will be located inside the City limits.

1. Application must be submitted by the property owners
2. Applicant must identify plan for the cleared property, including, but not limited to:
  - a. If rebuilding, the proposed project must meet current City development codes and receive approval of the EDC Board for architectural design and landscape features.
  - b. If selling, the proposed site must be finished to grade and stabilized with vegetation (hydromulch, sod or equivalent)
  - c. If the purpose is to clear structures that are not in use and detrimental to the safety and/or welfare of the community the site must be finished to grade, stabilized with vegetation (hydromulch, sod or equivalent) and maintained to city standards and codes
3. If the applicant is an individual, the new construction will need to be completed within one (1) year of demolition and site preparation. If not, the owner agrees to refund the demolition grant.
4. Property owner must be willing to obtain and sign demolition permit from City and the grant application from LHEDC.

**Qualifying Structures** – Any commercial structure, or part of that commercial structure, which is no longer useful for the purpose for which it was intended and which has been designated by the community's code enforcement representative as detrimental to the public health or safety in its present condition and use.

**Financial Assistance** – Grant funds are limited to a maximum of 50% or up to \$5,000 of the project cost.

The LHEDC Demolition Program is set up as a single payment reimbursement to property owners.

Grant funds are available on a first come, first serve basis until total funds for the cycle are depleted. The annual funding cycle begins October 1st of each year and ends September 30th of the following year in alignment with the LHEDC's fiscal year.

No grant will be awarded for work that has already been started, completed or for work covered by insurance. Application must be reviewed and approved before eligible work may begin.

If awarded a demolition grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant.

A LHEDC Demolition Grant sign must be displayed on the recipient's site for a minimum of three (3) months to publicly recognize the grant program.

## **QUESTIONS**

**Demolition Grant Application questions:** Call LHEDC at 512-778-5449 – Extension 113

**Demolition permit questions:** Call Planning Department at 512-778-5449 – Extension 105.

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## **ELIGIBILITY GUIDELINES**

**All applicants are required to review the following items to ensure eligibility requirements are met.**

**Complete the Application:** Fill out demolition grant application form and sign the agreement form.

**Provide Site Information:** All grant applications must include a scale site drawing (or pictures) with the name of the project manager or contractor of the proposed grant work to be done.

**Provide Estimates:** Obtain itemized written work estimates on all project work from contractors. **Self-contracted Work:** Will be reimbursed for actual legitimate expenses, excluding labor for self-contracted work. **Construction Bids:** Construction bids submitted by an Applicant must be current and dated no earlier than thirty (30) days prior to the request. Bids shall be submitted on the contractor or project architect's letterhead and contain their contact information. Bids need to be itemized in a manner that allows the LHEDC Board to determine bid components and authenticity.

**Submit the Application:** Return completed application with original itemized work estimates to City Hall (926 Loop 332) no later than 12 Noon on the first **BUSINESS DAY of the month in order to be included on EDC agenda for that month.**

**Approval Process & Eligibility:** The approval and eligibility process include the following:

- a) All demolition grant projects must meet the UDC and demolition permit requirements
- b) Any demolition projects not being immediately developed must be finished to grade and stabilized with vegetation (hydromulch, sod or equivalent) to be eligible for reimbursement
- c) Only commercial properties are eligible
  - a. If the property is currently zoned C2 (residential/commercial) and is changing from residential to commercial use the grant may be approved but will not be reimbursed until after the new property receives a Certificate of Occupancy for a commercial business. This must take place within one (1) year of the demolition project completion date.
  - b. If the property is currently zoned commercial and/or C2 (residential/commercial) and changes use to residential within three (3) years of the grant award the full amount of the grant must be returned
- d) The LHEDC Board of Directors meets the 3rd Thursday of the month, and applicants may be requested to attend to answer questions regarding their grant application. Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the LHEDC Board of Directors.

- e) Only Applications properly and fully completed and containing all information required will be considered. Incomplete applications may be returned with request for additional information.
- f) An Applicant who submits an application and is denied for a grant by the LHEDC Board is not eligible to re-submit a grant application for six (6) months from the denial date.
- g) Applicants who receive approval by the LHEDC Board are to commence the project as described in the application within sixty (60) days of the award date.
- h) Applicants must complete the demolition described in the submitted application within three (3) months from the date the grant is approved by the LHEDC Board.
- i) If the Applicant is unable to complete the project within three (3) months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request **MUST** be made prior to the three (3) months' time limit. The LHEDC Board is not obligated to allow extensions but may do so for reasonable cause if so determined by the LHEDC Board.
- j) An extension, if granted, will be for the term and conditions determined exclusively by the LHEDC Board. An extension denial cannot be appealed and will be final.
- k) The LHEDC Board shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.
- l) Applicant is to provide photographs of the project site as part of the application request and also after the project is completed, as a condition of final grant funding.
- m) Applicant is required to obtain applicable City permits and City approvals required for the project if a grant is awarded.
- n) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the LHEDC Board.
- o) An Applicant may attend LHEDC Board meetings which consider the application or when requested to do so by the LHEDC Board. Failure to attend an LHEDC Board meeting when requested shall be cause for rejection of the application.
- p) When the entire grant project has been satisfactorily completed and reviewed, the applicant will present the LHEDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

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## **GENERAL CHECKLIST**

- Meet with the EDC Director to determine eligibility and walk through the Grant instructions.
- Meet with the City's Planning Director and/or Building Inspector for work involving permits.
- Complete and sign the application. (Include ALL required attachments – supporting documentation is a necessity).
- Initial Submittal: Submit application and agreement with required attachments on the first business day of the month to confirm submittal and to be added to the next meeting agenda. Submit a digital copy of the application and attachments; applicants need to retain a copy.**
- You will be notified of the meeting date (for the LHEDC) and may be requested to attend the meeting to answer questions regarding the grant application.
- Approval will be granted or denied on the application by the LHEDC Board and will then be forwarded to City Council for final approval. If approved, the application will be signed / dated by the LHEDC Board and City Council to validate approval.
- Demolition Grant projects may commence after final approval. Work must commence within sixty (60) days of approval and be completed within three (3) months.
- Applicants may be requested to attend meetings to be recognized as a recipient or awardee of a Demolition Grant.
- Upon completion of a Demolition Grant project, recipient will need to furnish photographs of the project; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment of approved funding.

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# APPLICATION

Return the completed application with necessary attachments and signatures to City Hall (926 Loop 332) **no later than 4:00 PM on the first business day of the month.** If you have questions, contact City Hall at 512-778-5449 – Extension 113. For permit questions, contact the City Planner at 512-778-5449 – Extension 105.

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

BusinessName \_\_\_\_\_

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

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Building Owner (if different from applicant)

\_\_\_\_\_

Current Building Name (if applicable)

\_\_\_\_\_

Physical Building  
Address \_\_\_\_\_

**Provide details of Planned Improvements for Demolition Grant: (attach additional paper if necessary)**

**Provide a list of Contractors, Proposals and Total Amounts (please attach original proposals):**

TOTAL COST OF PROPOSED PROJECT: \$ \_\_\_\_\_

AMOUNT OF GRANT REQUESTED (50% or \$5,000 max): \$ \_\_\_\_\_

Attach photographs of the project site.

**APPLICANT'S SIGNATURE & DATE**

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

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

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**LHEDC BOARD REVIEW**

**SIGNATURE & DATE**

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

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

Amount Granted: \$ \_\_\_\_\_

- Approved
  - Rejected
- 

**CITY COUNCIL REVIEW**

**SIGNATURE & DATE**

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

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

Amount Granted: \$ \_\_\_\_\_

- Approved
  - Rejected
- 

**DATES TO REMEMBER:**

Work must commence 60 days after final approval: \_\_\_\_\_

Work must be completed 3 months after final approval: \_\_\_\_\_

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**AGREEMENT**

Return the completed Agreement with necessary attachments and signature to City Hall at 926  
Loop 332.

I have met with (names) \_\_\_\_\_ and fully understand the Demolition Grant program established by the LHEDC Board. I intend to use these grant funds for the aforementioned demolition project(s) in support of the City's revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Demolition Grant Introduction, Eligibility Guidelines, General Checklist, Application and Agreement

I understand that if I am awarded a Demolition Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the property zoning is altered for any reason within six (6) months from the project completion date, I may be required to reimburse the EDC immediately for the full amount of any funds from the Demolition Grant.

Business Name \_\_\_\_\_

**APPLICANT**

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

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

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

**BUILDING OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)**

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

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

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

**EDC BOARD (REPRESENTATIVE)**

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

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

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

**CITY COUNCIL (REPRESENTATIVE)**

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

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

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