

**TOWN OF ISLIP
COMMUNITY DEVELOPMENT
AGENCY**



**COMMERICAL
SIGN AND AWNING PROGRAM**

15 Shore Lane, P.O. Box 5587
Bay Shore, New York 11706

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TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY



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Dear Islip Business Owner:

Thank you for your interest in the Town of Islip Community Development Agency's Commercial Rehabilitation Program. Our goal is to assist businesses with signs and awnings.

This brochure provides you with an overview of our program, including target areas, design standards, financing, and grant procedures. Please read the information carefully.

Please complete the attached application and return it to the following address:

Town of Islip Community Development Agency
15 Shore Lane
P.O. Box 5587
Bay Shore, NY 11706
Attention: Julia MacGibbon, Director of Administrative Services

If you would like to meet with Ms. MacGibbon to discuss any questions or concerns, you can call her at 631-665-1185, extension 26, to set up an appointment. She will be more than happy to assist you.

Again, thank you for your interest in our program and we look forward to working with you.

Yours sincerely,

Paul Fink
Executive Director

PF/vt

BAY SHORE, CENTRAL ISLIP AND BRENTWOOD TARGET AREAS

I. PROGRAM OBJECTIVE

The ongoing revitalization of the Bay Shore, Central Islip and Brentwood downtowns is a key component of the Town of Islip's Community Development Program. Our goals are to encourage merchants to renovate their storefronts, to minimize financial hardships due to renovations, to attract new businesses and strengthen existing ones, and to create a pleasant atmosphere for shoppers.

In terms of need and priority of funding, target areas have been designated as follows:

BAY SHORE TARGET AREA- Properties situated in downtown Bay Shore between Union Blvd. and Gibson Street, from Montgomery Avenue to the Brightwaters Village line along Main Street and from Brentwood Road to Clinton Avenue along Union Blvd. Also included will be the storefronts located directly North of the Bay Shore Train Station on Railroad Avenue, / between Islip Avenue (Rt.111) east to Lowell Avenue, and from Lowell Avenue south to East Elm Street.

CENTRAL ISLIP TARGET AREA- Properties situated along Carleton Avenue, north of Smith Street up to Suffolk Avenue, between Islip Avenue (Rt.111) east to Lowell Avenue, and from Lowell Avenue south to East Elm Street.

BRENTWOOD TARGET AREA- Properties situated along Fifth Avenue from Spur Drive North to the intersection of Crooked Hill Road and Wicks Road, and on Suffolk Avenue from Fifth Avenue east of Islip Avenue (Rt.111). Also included will be those properties situated south of Suffolk Avenue along Brentwood Road to Second Avenue between Fourth Avenue and Sixth Street.

In order to achieve the goals of our Commercial Revitalization Program, we have developed four separate elements of assistance for each target area. The elements are as follows:

1. **Sign Grant**- The CDA will provide one or more signs/awnings up to a maximum of \$1,500 as the CDA contribution towards renovation. An additional \$500 will be granted if a storefront is located on a corner or has a rear entrance which serves the public. All signs and awnings require Town of Islip Permits. You can apply for the permits at the Building Department.
2. **Storefront Renovation Grant**- The CDA will provide a grant of up to \$1,900 per storefront for eligible improvements. Improvements will be limited to material costs only and will be paid on a 1/3 basis.

II. DESIGN STANDARDS

To be eligible for a Storefront Renovation Grant, an applicant must successfully complete exterior improvements to CDA design specifications approved by the CDA prior to the initiation of work.

In evaluating a proposed design, the CDA takes into account the current condition of the buildings, the necessity of the work to be done, and the likely durability of the new materials. In addition, the renovated building must contribute to an attractive street scape and relate well to other buildings along the street and to adjoining interior parking areas.

Eligible improvements include exterior painting, resurfacing on the facade, installation of awnings, and other permanent improvements approved by the CDA. All work must be detailed on the blueprints or carefully described in a narrative. Changes from the approved design necessitated during construction must be sanctioned by the CDA. Interior improvements are not eligible.

The CDA will review each facade or sign design. In the event that an applicant proceeds with a design that the CDA has not approved, no grant funds can be granted.

III. FINANCING

The exact amount of a specific grant relates to improvements performed and the total cost of the job. Most grants will probably average approximately one-third of the total improvement costs, with a maximum of \$1,900.00.

IV. GRANT PROCEDURES

The following steps are required to obtain a Storefront Renovation Grant:

- * Application submitted by a merchant or owner of a property located within one of the target areas.
- * Applicant obtains D-U-N-S Number for the assisted business if it doesn't already have one (www.dnb.com).
- * Consultation is held between the applicant and the CDA to discuss needs.
- * Applicant's architect prepares preliminary design sketches for review, if necessary.
- * Design agreement is reached between the applicant and the CDA.

- * Applicant solicits bids for the work to be performed and submits bids to CDA for review.
- * CDA calculates the amount of the Storefront Renovation Grant based upon bids submitted.
- * Work is completed and approved by the CDA and applicant.
- * Applicant submits copies of canceled checks and paid bills to document that all work was completed and suppliers have been paid in full.
- * CDA provides Storefront Renovation Grant approved.

NOTE: These program guidelines are correct as of January, 2012. Modifications will be made from time to time to conform to changing needs or federal requirements.

**TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY
COMMERCIAL REHABILITATION PROGRAM APPLICATION**

Name of Applicant: _____

D-U-N-S Number: _____

Address of Store/Building: _____

Name of Business: _____ Phone# _____

Name of Partners of Offices in the Business or Building: _____

List all improvements you would like to make: _____

How do you intend to pay for the improvements? Private Funding ____ Loan ____ Grant ____

If you are the building owner, please list your commercial tenants below:
(Include business name, address and tenant's name)

1. _____ 2. _____

3. _____ 4. _____

Building Owners/Business Tenants should complete where applicable:

Date Lease Expires: _____ Square ft. Occupied: _____ Monthly Rent: _____

Name of Mortgagee: _____ Outstanding Mortgage Amount: _____

Name on Deed: _____

To the best of my knowledge, the information provided above is true and I hereby authorize the Community Development Agency to verify this information.

Applicant Date