

Application Submittal

Once applications are received, staff reviews the applications and determines what other, if any, additional information is necessary for the types of improvements that are listed. Staff will provide what requirements are necessary for each improvement as it relates to their division (Planning, Building, Permit, and Administration).



Pre-Approval

In the pre-approval phase, pre-approved applicants are required to submit two (2) additional completed applications along with supplemental materials as requested throughout the review process. Submittals need to be one digital and one physical copy.



Final Approval

Once the city receives the two aforementioned copies of applications and supplemental materials, the City will provide a Final Notice of Approval. The Final Notice of Approval will provide three key pieces of information: (1) approved improvements as provided in the application, (2) approved estimates as provided in the application, and (3) the 100-day deadline for improvements to be completed with a Notice of Completion as provided by a final inspection and proof of payment.



100-Day Deadline

Applicants are required to complete improvements as approved by their application within 100 calendar days as provided on the final notice. Improvements not completed within 100 calendar days are subject to forfeiture of funds. Applicants must provide a Notice of Completion, indicating that all projects have been inspected and approved to be completed within that 100-day deadline. Along with the Notice of Completion, applicants are required to provide proof of payment for the invoices/estimates as provided in their application.



Reimbursement

Reimbursements will not be processed until the City receives the Notice of Completion along with Proof of Payment for all improvements. The city shall within fourteen (14) business days of receipt of the proof of payment issue a check to the owner as a reimbursement.