



SHAKER HEIGHTS

Storefront Renovation REBATE Program Eligibility Guidelines & Requirements

ELIGIBILITY

- The commercial zoned property is located in one of the following areas:
 - Lee Road (Van Aken to the City Line, just beyond Scottsdale)
 - Shaker Commons/South Side of Chagrin (Avalon to Hildana)
 - Larchmere Boulevard (Shaker addresses only)
 - District South (Corner of Lomond to Lucy's)
 - Bloc at Almar (Pistone's to Tide)
 - Fairmount Circle (Shaker addresses only)
- Apartment buildings without first floor commercial space(s) are not eligible.
- Home based businesses are not eligible.
- Property owner must confirm full support of the project if the business/tenant is the applicant.
- Property taxes must be current in that the prior tax year is paid in full.
- The applicant must be able to pay for 100% of the project cost up front, as the rebate will not be awarded until the project is complete and all requirements are met.

REQUIREMENTS

- Payroll taxes for the business tenant must be reported to Regional Income Tax Agency (RITA). If the business is not a start-up, a payroll tax report for the prior calendar year must be submitted as a part of the application.
- If the business tenant (for Signage-Only and Full Façade projects) is a start-up, a business plan and projected financials must be submitted to Economic Development.
- For Full Façade projects, all businesses leasing space in the building must have current Certificates of Occupancy/Business License through the City's Building Department before the rebate will be issued.
- For Signage-Only projects, businesses receiving the rebate must have current Certificates of Occupancy/business license through the City's Building Department before the rebate will be issued.
- If business signage is included in a Full Façade project, the cost of the sign can only be included if the business is not a franchise or national chain.
- Only one rebate may be obtained per address in a calendar year.
- If there are exterior Building Code violations at the time of application, a written plan with timeline to complete the work must be established to remedy the violations if the project scope is not addressing the violations. The rebate will not be issued until the violations are corrected to the satisfaction of the Building and Housing Department.

PROJECT SCOPE

- For Signage-Only and Full Façade projects, the final project scope and design will be reviewed and approved with the support of a Design Specialist assigned and paid for by the City *before* contractor bids can be solicited.
- Three contractor bids are required for all trades (ex. Electrician, mason, painter, etc.). If hiring a General Contractor (GC) to manage the project, three GC bids are required. Each GC bid does not need to include multiple bids for each trade.
- It is highly recommended that a General Contractor is utilized for Full Façade projects.
- Work CANNOT begin on the property until a notice to proceed is issued. A notice to proceed will be issued when a contract is fully executed between the City and the property/business owner and a purchase order is established.
- All City requirements must be met including securing the necessary building permits and approvals from the Architectural Board of Review, Board of Zoning Appeals and City Planning Commission as needed.
- All contractors MUST be licensed to work in the City of Shaker Heights and secure all necessary building permits. If any work is completed without the proper permits, the project will no longer be eligible for a rebate.
- City Economic Development staff will arrange meetings with the Design Specialist (if needed), set up a Commercial Project Review meeting (if needed) and conduct site visits before, during and after construction.

REBATE

- After final City inspections, the applicant will invoice the City for the rebate and provide demonstration that 100% of the project has been completed and paid for with receipts/paid invoices. All rebates are up to 50% of the eligible project costs with not to exceed amounts.

| Rebate Program | Maximum Rebate | To receive the maximum rebate, the project total for eligible expenses must be at least: |
|-----------------------|-----------------------|---|
| Signage-Only | \$3,000 | \$6,000 |
| Full Façade | \$15,000 | \$30,000 |

- The rebate funds will not be issued until all required documentation is complete and permits have been finalized out.
- Only one rebate will be awarded per address in a single calendar year.
- The Storefront Renovation Program rebate cannot be combined with another city-funded incentive including, but not limited to a Vision Fund incentive/forgivable loan or SBA Shaker Partnership Loan.

NEXT STEP – APPLICATION

- The first step is to complete [Part 1 of the online Storefront Renovation Rebate Program](#)

[Application.](#)

QUESTIONS?

Contact the Economic Development Department at 216.491.1335 or EconomicDevelopment@shakeronline.com.