

LANDSCAPE INCENTIVE APPLICATION

Fact Sheet for Applicants

Purpose

The purpose of the Landscape Incentive Program is to improve the appearance of commercial properties in the City by incentivizing property owners and business owners/leaseholders of existing, occupied, businesses developed under old zoning codes to add street side landscaping that was not required at the time of development.

How does the program work?

The City will invest \$1 for every \$2 invested by the business or property owner, up to a maximum of \$2,000 per property. Landscape assistance will generally be made available on a first come, first served basis each fiscal year until funding has been depleted (The initial program budget will be reviewed to verify the eligible costs for the matching investment.). Upon approval of the landscape plan, the City will reserve the funds for a period of six months. If the funds have not been applied for within that time, the funds will be made available to others. If a variance is needed for approval of landscape work, the City will waive the variance fee.

The City will reimburse the applicant after the work has passed City inspection and all original receipts for reimbursable expenses have been submitted. Reimbursable expenses include plantings, mulch, initial fertilization, soil amendments, removal of concrete, fees for professional labor, and parking space restriping to accommodate for new plant beds.

*Ongoing maintenance is required by both the business and property owner.

Who is eligible to receive assistance?

Both the property owner and business owner/leaseholder are eligible to participate in the program. All applications submitted by a business owner/leaseholder must be accompanied by an application signed by the property owner acknowledging responsibility for maintaining all plantings funded under the program.

First priority will be given to businesses along Cherry Road; however, assistance is open to eligible commercial businesses throughout the City. This program is intended for older businesses that are significantly out of compliance with current standards and not to be used for enhancements or replenishment of landscaping on sites that are generally in compliance with standards.

New commercial construction projects and projects that are required to upgrade landscaping as part of a major building renovation are not eligible for this program.

Eligible improvements

1. Creation of or rehabilitation of street side planting strips separating buildings and parking lots from the public sidewalk, including removal of pavement, amendment of soil to support plant growth, restriping of parking spaces to accommodate for new landscaping, and planting of groundcovers, perennial plants, shrubs and trees. New street side landscaping should provide for logical pedestrian connection(s) to the public sidewalk.

Shrubs along the road providing screening of parking areas will be the highest priority. Trees should be carefully located in coordination with power lines, sight lines to buildings, signs and any existing street trees. Groundcovers and perennials may be included as enhancements and in areas where larger shrubs would cause functional issues.

2. Planting of appropriately sized shrubs, perennial plants or ground covers around freestanding sign bases so as to enhance the sign without blocking sign visibility.
3. Screening of utility boxes, mechanical units, service areas and similar equipment and areas when located in the front of the site and visible from the road. Any planting near City utility boxes must be specifically approved by the City as compatible with Codes and maintenance clearances.
4. Front foundation plantings for buildings with existing landscaping along road or complimentary to this program.

What are the application requirements?

The applicant must submit the following:

1. Landscape Incentive Application (signed by property owner)
2. Landscape plan showing the location, size and species of all existing and proposed plantings, pedestrian connection to the public sidewalk, pavement removal and soil preparation work (see example landscape plan).
3. Proposed scope of work and budget (including copies of bids for construction work, if possible).

The applicant may, at their expense, hire a landscape architect, engineer or contractor to develop the landscape plan and cost estimates, but it is not required.

Landscape planning assistance is available upon request. To schedule a pre-application meeting with the City's Landscape Architect, please email Danny Jones, RLA at danny.jones@cityofrockhill.com or Erin Musiol, AICP at erin.musiol@cityofrockhill.com.

When will I be reimbursed?

Reimbursements are contingent upon final inspection of the work performed. The applicant **must provide all original receipts** of project-related expenditures. Payment will be issued within 30 days of the approval of inspection by City staff.

How do I apply?

To apply choose one of the following:

- E-mail required materials to landscapeprogram@cityofrockhill.com.
- Mail required materials to the Planning and Development Department at **P.O. Box 11706 Rock Hill, SC 29731-1706**, attention Landscape Program.
- Fax required materials to 803-329-7228, attention Landscape Program.
- Submit the required materials in person at the Planning and Development Department located on the third floor of City Hall (155 Johnston Street).

For general questions, please call Danny Jones, RLA at 803-329-5688 or Erin Musiol, AICP at 803-326-3869.

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Application must be submitted and approved before starting work.

PROPERTY INFORMATION

Address: _____, Rock Hill, SC

Parcel # (Tax Map #): _____

Property Owner: _____

APPLICANT INFORMATION

NOTE: All applications submitted by someone other than the property owner must be signed by the property owner acknowledging responsibility for maintaining all plantings funded under the program.

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Provide a detailed description of the proposed scope of work. Include a site plan(s) that identifies the location, size and species of all existing and proposed plantings, pedestrian connection to the public sidewalk, pavement removal and soil preparation work. If parking spaces will be eliminated as a part of the landscape work, please include the number of spaces lost in the description and illustrate the new parking configuration on the site plan (Scope of Work may be in the form of an attachment.)

1. Scope of Work:

Please provide an itemized budget identifying the total project cost and the amount of funds being requested (provide sufficient detail to determine expense eligibility). (Budget may be in the form of an attachment.)

2. Project Budget:

CERTIFICATION BY PROPERTY OWNER

By signing this application I certify that I am either requesting landscape funds or am aware of the request for landscaping funds at my property. As the property owner I acknowledge full responsibility for the ongoing maintenance of the landscaping.

I certify to the best of my knowledge that all information provided herein is true and correct and all work performed shall conform to the plans and specifications submitted. I further understand that if any information provided is found to be incorrect or falsely stated that reimbursement may be withheld.

I the property owner(s) attest to my ownership of the property located at:

(Address)_____.

Signature of Property Owner

Date

Print Name

Sworn to and subscribed before me on this _____ day of _____, 20

Signature of Notary: _____

Notary Public for: _____

My commission expires: _____

(Place Notarial Seal Here)

(Place Notarial Seal Here)

OFFICE USE ONLY

VALUATION: _____

APPROVED: _____

DISAPPROVED: _____

REASON FOR DISAPPROVAL: _____