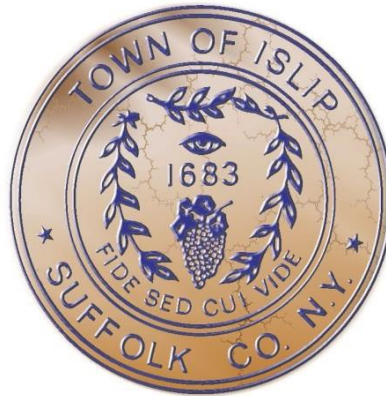


**Town of Islip
Community Development Agency**

Brochure and Application

**COMMERCIAL
SIGN AND AWNING PROGRAM**



**Islip Town Supervisor:
Angie M. Carpenter**

Town Clerk
Olga H. Murray

Islip Town Board
John C. Cochrane, Jr. Jorge Guadrón
James P. O'Connor Mary Kate Mullen

Receiver of Taxes
Andy Whittman

CDA Board of Directors:
Debra Cavanagh, Chairperson
Jarett Gandolfo Manuel Troche
Timothy Morris Maria Vidal

15 Shore Lane, P.O. Box 5587, Bay Shore, New York, 11706
Phone: (631) 665-1185 Fax: (631) 665-0036
www.islipcda.org

**Executive Director
Julia E. MacGibbon**

TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY



BOARD OF DIRECTORS

Debra Cavanagh, Chairperson

Jarrett Gandolfo • Timothy Morris • Manuel Troche • Maria Vidal



Julia E. MacGibbon, *Executive Director*

Kevin J. Crean, *Director of Affordable Housing and Program Development*

Renee C. Sumpter, *Chief Financial Officer*

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, Executive Director

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,

Julia E. MacGibbon

Enclosures

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 west to the Brightwaters Village line along Main Street and from Brentwood Road west to Clinton Avenue along Union Blvd. Also included will be the storefronts located directly north of the Bay Shore Train Station on Railroad Avenue.

CENTRAL ISLIP TARGET AREA- Properties situated along Carleton Avenue, from Smith Street north to Suffolk Avenue, properties on Suffolk Avenue, from Islip Avenue (Rt.111) east to Lowell Avenue, and properties on Lowell Avenue, from Suffolk 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 to Islip Avenue (Rt.111). Also included will be those properties situated on Brentwood Road from Suffolk Avenue, south to Second Avenue, and on First Avenue between Brentwood Road and Fourth Street.

In order to achieve the goals of our Commercial Revitalization Program, we offer the following:

Sign or Awning Grant - The CDA will provide one or more signs/awnings up to a maximum of \$1,500 as the CDA contribution towards renovation. All signs and awnings require Town of Islip Permits. You can apply for the permits at the Building Department.

II. GRANT PROCEDURES

The following steps are required to obtain a Sign 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 sign/awning design, including consistency with other businesses in multi-tenanted buildings.
- * Applicant solicits bids and designs for the work to be performed and submits proposals to CDA for review.
- * Design agreement must be reached between owner and CDA. Not all designs will be considered to be appropriate.
- * Applicant obtains sign/awning permit from the Town of Islip Building Department.
- * Work is completed and approved by the Town of Islip, 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. Grant amount will not exceed \$1,500.00, unless approved by the CDA Board of Director's.

NOTE: These program guidelines are correct as of January 2017. 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 or Officers 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