



# Business Assistance for Neighborhood Corridors (BANC) Program

## Information and Design Guidelines

**ORANGE**



**ORANGE COUNTY FLORIDA**  
Neighborhood Services Division

Orange County Neighborhood Services Division  
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## BUSINESS ASSISTANCE for NEIGHBORHOOD CORRIDORS PROGRAM

### GENERAL INFORMATION

The Business Assistance for Neighborhood Corridors (BANC) Program provides funding assistance for costs to improve small businesses located along targeted corridors of unincorporated Orange County. The BANC Program is administered by the Neighborhood Services Division. Orange County Staff members from various Departments will review your application and make a recommendation as the Business Assistance Team before Board of County Commissioners' approval.

#### BANC Program Incentive

A business submits one (1) application for the life of the BANC Program, up to \$10,000. Applicants must provide a 5% match. Applicants may complete as many eligible projects using one application.

BANC PROGRAM INCENTIVE	AMOUNT
Maximum per business for eligible projects	\$10,000
Minus 5% matching funds	(-\$500)
Maximum net funding	\$9,500

#### Targeted Corridors

Aloma Avenue	from Semoran Boulevard to Orange County Line
Conway Road	from Lake Margaret Drive to Gatlin Avenue
Edgewater Drive	from Orlando City Limit to Rose Avenue
Goldenrod Road	from State Road 50 to Liverpool Boulevard
Kirkman Road	from Old Winter Garden Road to State Road 408
Oak Ridge Road	from Orange Avenue to Orange Blossom Trail
Old Winter Garden Road	from Hiawassee Road to Ivey Lane
Orange Avenue	from Sand Lake Road to Belle Isle City Limit
Orange Avenue	from Taft Vineland Road to Landstreet Road
Orange Blossom Trail	from Grand Street to Oak Ridge Road
Pine Hills Road	from State Road 408 to Champagne Circle
Semoran Boulevard	from State Road 408 to East Colonial Drive
Silver Star Road	from Perrine Place to Hiawassee Road

#### Eligible Projects

RENOVATIONS TO EXTERIOR OF A BUSINESS (FAÇADE IMPROVEMENTS)			
Landscaping (up to \$1,200)*	Signage*	Awnings*	Fencing*
Exterior Painting*	Exterior Lighting*	Windows and Doors	Other similar projects
OTHER PROJECTS			
Rezoning	Demolition		

\*Design guidelines apply

**ELIGIBILITY CHECKLIST**

- Business must be located along a Targeted Corridor
- Business must be located within unincorporated Orange County
- Applicants must submit proof of liability insurance for the structure and W-9 form for the business
- Business must have fewer than 500 employees
- The applicant must lease or own the property
- There must not be any tax liens or judgments against the property. Additionally, the property owner and/or business owner must be in good standing with all taxes (income, property, and business).
- Business must not claim tax exemption; examples are charitable, religious, or educational organizations
- Child/day care centers must be licensed by the Florida Department of Children and Families
- Business must not be part of a franchise
- Business use must not be restricted by an Orange County overlay zone

**STEPS FOR APPLICATION, PROJECT COMPLETION AND PAYMENT**

1. Applicant discusses the project with a Business Assistance Team member
2. Applicant submits an application and price quotes for the proposed work
3. Application is reviewed by the Business Assistance Team
4. Application is presented to the Orange County Board of County Commissioners for approval
5. Purchase request is approved and the Vendor implements the project
6. Business Assistance Team member verifies the project is complete
7. Applicant submits the 5% matching funds to the Vendor and submits proof of payment to County
8. County pays Vendor for balance of funds owed.

## APPLICATION GUIDELINES AND REQUIREMENTS

### APPLICATION GUIDELINES

- ⇒ Improvements **MUST**:
  - be visible from the corridor
  - be completed within twelve (12) months of project approval
  - comply with Orange County's building codes, local ordinances, and permit requirements
- ⇒ Applicant **MUST** submit a **Certificate of Occupancy**
- ⇒ Applicant or family member **CANNOT** receive financial benefit from this grant
- ⇒ Tenants **MUST** have property owner's approval to implement the project using **Property Owner Consent Form**
- ⇒ Property **CANNOT** be zoned residential or have a residential Future Land Use Map (FLUM) designation
- ⇒ Funds **CANNOT** reimburse past projects

### APPLICATION REQUIREMENTS

- ⇒ **MUST** provide **three (3) Price Quotes** for the proposed work
- Vendor/Quote Requirements:**
  - Vendor **MUST** be licensed to work and pull permits in Orange County
  - Vendor **CANNOT** start the project until the Neighborhood Services Division Manager approves the purchase request
    - ◇ **DO NOT** pull permits until the purchase request is approved
  - Vendor must be prepared to provide **Tax Identification Number**
  - Quotes **MUST** be on the vendor's letterhead and include **ALL** costs associated with the project:
    - ◇ Cost of permits, design, site plans, surveying, engineering, use agreements, etc.
  - Orange County recommends that the vendor provide a certificate of insurance with Workers' Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)
- ⇒ **Four (4) color photographs** clearly showing existing conditions of the structure to be improved
- ⇒ **Certificate of Occupancy**
- ⇒ Copy of the business' **Liability Insurance**
- ⇒ **Tax Status** and **W-9** forms for the business

Applicants shall use the BANC Program **Design Guidelines** to help design the project and as an aid to obtain price quotes.

## LANDSCAPING

- ⇒ Up to \$1,200 of BANC Program funds may be used toward landscaping projects
- ⇒ Project must incorporate water-saving and low-maintenance Florida Friendly plants



Landscaping supported by the BANC Program.

## SIGNS

- ⇒ **GROUND SIGNS** are the preferred style of sign within the BANC Program.
- ⇒ Maximum sign height: **6'-0"**
- \* See also **Awnings** sign guidelines



BANC Program supported ground sign

### NOTE:

The BANC Program **CANNOT** be used to install these types of signs:

- Pole signs
- Roof signs
- Animated signs
- Billboard signs
- Changeable copy signs (channel lettering)

## AWNINGS

- ⇒ Rear or internally lit awnings are **PROHIBITED**.
- ⇒ Bottom edge of awning must be a minimum of **8 feet** above the walk surface below.
- ⇒ Lettering or logos placed above the bottom skirt of the awning are **PROHIBITED**.

### NOTE:

Awning installations require a **building permit**, and any awning lettering must comply with the site's allowable sign **copy area limitations**, as found in Chapter 31.5, Orange County Code.



The BANC Program cannot be used for lettering or logos placed above the awning skirt.

## FENCING

- ⇒ Chain link and barbed wire style fencing generally **CANNOT** be funded.
  - Consideration will be given for industrial properties
- ⇒ Black vertical fencing is encouraged.
- ⇒ For vinyl fencing, colors other than white are preferred due to discoloration and fading.



A chain link barbed wire fence that **cannot** be funded through the BANC Program.



The BANC Program encourages vertical fencing.



The BANC Program supports non-white colored vinyl fencing.

EXTERIOR PAINTING

- ⇒ Bright or fluorescent paint colors are prohibited by Orange County Code and **CANNOT** be funded.
- ⇒ Earth tones and muted paint colors and patterns are preferred.
- ⇒ Consider the use of contrasting trim.



The BANC Program supports earth tones and muted paint color patterns.



Bright or fluorescent paint colors are prohibited by the Orange County Code and cannot be paid for by the BANC Program.

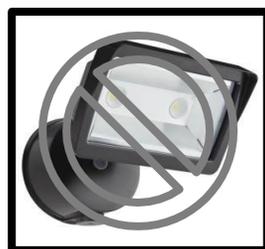
EXTERIOR LIGHTING

Lighting shall meet the requirements of **Section 9-649, Orange County Code:**

- ⇒ All light fixtures shall be full cutoff fixtures.
- ⇒ The following are **PROHIBITED:**
  - Sag lenses, convex lenses, drop lenses
  - Flood lights
- ⇒ Lamp source shall be LED, metal halide, compact fluorescent, or one that produces a Color Rendering Index of 65 or greater



The BANC Program supports cutoff light fixtures.



The BANC Program **DOES NOT** support flood lights.



The BANC Program **DOES NOT** support drop lens lights.