CITY OF FORT LAUDERDALE

NEIGHBORHOOD COMMUNITY INVESTMENT PROGRAM

NCIP/NCIGP GUIDE

FORT LAUDERDALE CITY COMMISSION

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CITY OF FORT LAUDERDALE

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TABLE OF CONTENTS

General Information. . . . . page 4

NCIP Program Guidelines. . . . . page 5

NCIP Timeline . . . . . page 15

NCIGP Program Guidelines . . . . . page 16

Maintenance Policy . . . . . page 24

Entryway monument at U.S. 1 and Interstate 595

GENERAL INFORMATION

To enhance quality of life in our neighborhoods, the Fort Lauderdale City Commission established the Neighborhood Community Investment Program (NCIP) and Neighborhood Community Investment Grant Program (NCIGP) that awards neighborhood grants of up to $35,000 to successful applicants.

The goal of the NCIP/NCIGP is to provide matching grant funds for the construction of community improvements that beautify neighborhoods and enhance the overall quality of life for those who live, work, and visit the City of Fort Lauderdale. The NCIP/NCIGP may award up to $450,000 in funding per year based upon the quality of the projects submitted by the recognized neighborhood association.

Community investment projects that have been completed with NCIP/NCIGP funding include entranceway monuments, neighborhood identification signs, guardhouses, and enhanced neighborhood parks and streetscapes.

Dolphin statue at Harbour Inlet

The following pages outline the guidelines for the City of Fort Lauderdale's NCIP and NCIGP programs. Additional information and copies of the NCIP/NCIGP applications may be downloaded from the City of Fort Lauderdale's website at fortlauderdale.gov.

The NCIP/NCIGP is administered by Neighbor Support under the Office of the City Manager. For more information regarding the NCIP/NCIGP program or application process, please contact the Neighbor Support Coordinator at (954) 828-6656.

NCIP PROGRAM GUIDELINES

I. PROGRAM ELIGIBILITY

A. Applications for projects on public property or City right-of-way must demonstrate a benefit to the community, show a high level of community involvement and support, and include long-term maintenance plans, where applicable.

B. Applications will only be accepted from officially recognized City of Fort Lauderdale neighborhood associations. Applications for the Neighborhood Association Recognition Program may be downloaded from the City's website at **fortlauderdale.gov/neighborhoods** and mailed to: City Commission Office, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301. They may also be faxed to (954) 828-5667.

C. Association must be registered with the state of Florida as a not-for-profit corporation and operating as an organization within the City of Fort Lauderdale for a minimum of one year.*

* **EXCEPTION**: The association seeking to do projects that do not require entering into an agreement with the City (i.e., maintenance agreement or revocable license agreement) do not need the not-for-profit designation. Projects that fall under this category are brick paver intersections/crosswalks.

D. One NCIP application per association per fiscal year may be submitted.

E. **Submit two complete sets of the NCIP application and all required supporting documents. No binders please.**

F. Provide two photographs of the project site(s).

G. Applicants must provide a detailed description and location(s) of the proposed project. All data supporting the proposed project (i.e., cost estimates, fund availability, etc.) must accompany the application. Projects that are well-defined will be given high consideration during the rating phase of the selection process.

H. Applicants must submit current association minutes (no older than one year) detailing project approval by the general membership.

Dolphin Isles entryway monument

I. Applicants must include Letters of Support from the current association directors and/or board members at the time of application.

J. Applicants must provide a Letter of Intent for all private or public contributions.

K. Applicants must include a Letter of Support and/or agreement to sign an easement deed from property owner(s) located adjacent to the proposed project.

L. To encourage community partnerships and cohesiveness, neighboring associations must be made aware of the proposed NCIP project. If the project abuts the boundaries of any other association, a Letter of Support from the neighboring association(s) must accompany the NCIP application.

M. Phasing of projects or multi-year projects will not be accepted; however, large-scale projects may be divided into stand-alone elements and submitted for consideration. An NCIP grant may not exceed $35,000.

II. DESIGN

A. An association may choose from the following options to implement its project:

1. Customize the design.

2. Implement the project through the Neighborhood Community Investment Grant Program (NCIGP).*

   * The association must meet the NCIGP criteria and the project must be designated as a NCIGP project at the time of the grant award.

B. Applicants must agree to conform to the original plans submitted as approved by the City Commission. Minor deviations or variations to the proposed project must be reviewed and approved by Public Works and, if applicable, the Parks and Recreation Department. Major deviations from the approved project, such as a change in location or project scope, will not be accepted. The association may elect to submit a new application during the next open competitive round of NCIP.

C. For those associations seeking to use materials as a match, the following will apply: The association must provide a closeout report to the City within 30 days of project completion. The report must include: (a) copies of all expenditure receipts; (b) breakdown of materials provided by the association or obtained through contributions; (c) value of materials; and (d) documentation of professional services rendered.

Decorative light post at N.E. 33rd Avenue

III. ELIGIBLE COMMUNITY IMPROVEMENTS

A. Associations may apply for funding for the following types of community improvement projects:

1. Decorative posts (i.e., street signs, traffic signals, or light posts)
2. Guardhouses
3. Entrance walls or buffers
4. Signs (i.e., entrance, security, traffic, directional)
5. Street furniture (i.e., bike racks, trash receptacles, and benches)
6. Drainage improvements (i.e., swale reclamation)
7. Painting projects (i.e., bridges)
8. Entrance monuments or columns
9. Decorative fences (i.e., vinyl coated chain-link fence, PVC)
10. New sidewalks

Lauderdale Beach entryway monument

11. Park improvements (i.e., playground equipment, jogging or walking trails, gazebos, and lighting)

12. Brick paver projects and/ or stamped asphalt

13. Curbing

14. Landscaping

15. Decorative bollards

16. Swale or median island improvements or new installation

17. Traffic calming devices (roundabout, bumpouts, and chicanes)

Entryway median at N.E. 33rd Avenue

The association must first meet with Transportation & Mobility Department staff to request a traffic study. Upon completion, staff will provide the association with the results of the study. The association must submit this report as part of its NCIP application, along with meeting minutes of the Board approving the proposed traffic calming measures. To meet the application deadline, the association may need to submit its traffic study request to the Transportation & Mobility Department one year prior to the grant cycle they intend to apply for funds.

If the applicant is recommended for funding, the City will conduct a consensus survey after the grant is awarded. The City will poll all property owners of the affected streets to determine whether or not there is consensus for the proposal. The award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the traffic calming measures in order for the grant award to become effective. The grant will be terminated if the survey produces unfavorable results.

The association will be responsible for all monthly bill charges for any projects that require electricity.

18. Community gardens

19. Other improvements, as deemed appropriate by the City Manager or designee.

B. An association may not apply for funding for the following types of projects:

1. Entrance fountains
2. Security cameras
3. Telephones
4. Banners
5. Speed humps

IV. FUNDING

A. The association must agree to and be able to match dollar-for-dollar the grant amount requested. Matching funds may be met by the following methods or combination thereof:

1. **Cash**
   Cash includes funds from an association's savings or other cash reserves. The association must provide proof of cash on hand (i.e., bank statement).

2. **Contributions**
   Contributions from private corporations or public entities may be used toward the match if the association provides a letter of intent outlining the specific donation of cash, materials, equipment, or professional services. Professional services rendered by a licensed consultant for landscape, electrical, civil, or detailed architectural designs must meet City Engineering and CADD standards. The design consultant must provide design specifications and contract documents in order for the association to receive full credit for services.

3. **Materials/Equipment**
   Credit will be given for trees, palms, ground cover, mulch, soil, community name plaques, and other materials purchased by the association or for equipment leased by the association. Materials/equipment must be outlined in detail (i.e., type of material or equipment, quantity, and cost).

   PLEASE NOTE: Credit will not be given for services rendered by an attorney and/or preparation of application, documents, telephone calls, site exploration, obtaining project consensus, etc.

South Galt Entrance Park

4. **Community Area Planning (CAP) Points**
   CAP points must be used in increments of 100. The association is given a $1 credit for each CAP point earned. (Example: 10,000 CAP points earned = a $10,000 credit) The $10,000 credit may be used to fulfill an association's match requirement. The maximum amount of CAP points that may be used in a single NCIP grant cycle is 35,000.

5. **Neighborhood Recognition Points**
   Officially recognized Fort Lauderdale neighborhoods earn 1,000 points when they initially register with the City. Associations may redeem the 1,000 points for a $1,000 credit that may be used toward fulfilling their NCIP matching fund requirement. Associations may donate their accumulated points to another recognized neighborhood association.

6. **Community Development Block Grant (CDBG) Funds**
   If a neighborhood qualifies for CDBG funds, those funds may be used to help meet the match requirement. CDBG funding may not be used for maintenance or replacement of projects previously funded using CDBG funds (see Neighbor Support Coordinator for more details).

7. **Citizens Volunteer Corps (CVC) Points**
   Neighbors may earn 500 points for their association each time they participate in a Citizens Volunteer Corps (CVC) project. Associations may redeem CVC points for credit toward fulfilling their match. Points must be used in increments of 100. The maximum amount of points that may be used in a single grant cycle is 35,000. Associations may donate their accumulated points to another recognized association.

B. If funds are not available, associations must submit a fundraising plan outlining how the necessary capital will be generated. The plan should include the type of fundraiser, time frame, number of events, and amount of funds expected to be raised.

   PLEASE NOTE: Matching funds must be available within 18 months once the grant is awarded.

C. The NCIP is not a reimbursement program. Any work conducted or funds expended prior to the award being granted will not be reimbursed. In addition, any funds expended or work executed by the association after notification of the award, and without prior approval from the Neighbor Support Coordinator, will not be reimbursed or credited.

V. MAINTENANCE

A. The association will be required to submit a signed Maintenance Agreement with the NCIP application for any project that will require ongoing maintenance upon its completion. An association's failure to maintain a completed project may result in its removal by the City and forfeiture of any existing NCIP grants.

B. The maintenance track record of previous community improvement projects by the association will be a major consideration in the selection process. Any association with an unsatisfactory track record will not be eligible to participate in the program.

Progresso Village entryway monument

VI. APPLICATION PROCESS

A. Prior to the selection process, staff will meet with the association's designated project coordinators to discuss the conceptual scope of the proposed NCIP project.

B. Eligible applicants will be required to make a five-minute presentation of the proposed project to the NCIP Selection/ Technical Review Committee. In addition, a site review for feasibility with NCIP staff will be required prior to submittal of the application.

C. A committee of City staff from the Office of the City Manager, Public Works, Sustainable Development, Transportation & Mobility, and Parks and Recreation Departments will review and rate the applications. A summary report and recommendation will be submitted to the City Commission for review and approval. Applicants will be notified of their grant status by mail after City Commission approval.

D. Ranking of NCIP project applications will include, but not be limited to, the following criteria:

1. Associations that have not previously received funding from the NCIP will be given preference.
2. How the project furthers the City and neighborhood's goals and/or complements other public improvements, including sustainable initiatives.
3. The immediate and long-term effect the project will have on the neighborhood.
4. Whether the association partners with an outside agency to fund, develop, and construct the project.
5. Whether the matching funds plan is realistic.
6. The time necessary to design, bid, and construct the project.
7. The long-term maintenance plan proposed by the association for the project.
8. Practicality of the project given the available City resources, including the availability of qualified in-house personnel and/ or outside consultants to design the project.
9. Whether the project can be constructed without approval from regulatory or other governmental agencies.

Park Furniture

E. An association must ensure that its proposed project concept facilitates project completion within 12 months from the commencement date (project commencement date begins when the project survey is implemented by City staff).

F. Applicants awarded the NCIP grant will meet with City staff to review and discuss the project's scope, design/construction timeline, and project implementation process.

G. Public Works will designate the project commencement date and timeline. An association must be ready to proceed with its match at the time indicated. A copy of the project schedule and anticipated commencement date will be provided to an association with its grant award notification.

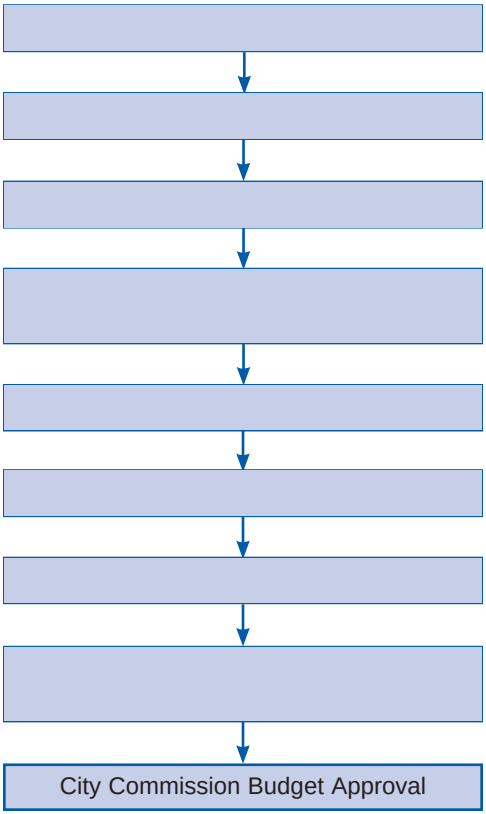
PLEASE NOTE: Staff will make every effort to accommodate an association's request for a commencement date when assigning and scheduling projects.

VII. ASSISTANCE

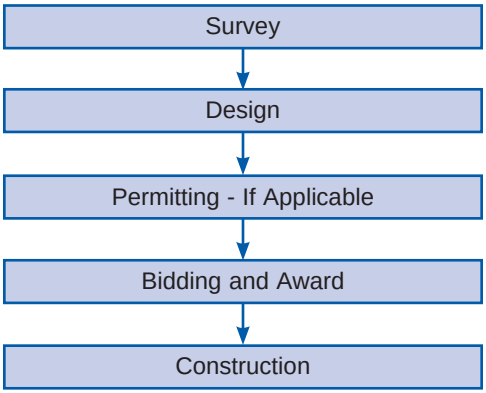
A. There are two types of workshops available to assist associations with the development of their NCIP application: (1) NCIP Orientation Workshop and (2) NCIP Technical Assistance Workshop. Associations interested in applying for NCIP funds are encouraged to attend the workshops.

If you have any questions, please contact the Neighbor Support Coordinator at (954) 828-6656.

NCIP APPLICATION PROCESS



PROJECT IMPLEMENTATION



NEIGHBORHOOD COMMUNITY INVESTMENT GRANT PROGRAM (NCIGP) GUIDELINES

I. ELIGIBILITY/CRITERIA

A. The association must be registered with the state of Florida as a not-for-profit corporation and be operating in the City of Fort Lauderdale for a minimum of one year at the time of application.

B. The proposed project must be within City right-of-way, City property, or easement dedicated for public use.

C. The proposed project must meet the City's design standards and Florida Building Code, as applicable.

D. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.

E. The association's contractor must obtain all applicable permits.

F. The association shall be responsible for ensuring the contractor secures a payment and performance bond, which is required for all work within City right-of-way prior to issuance of a permit. The bond shall be 100% of the cost of construction. The association

Harbor Beach entryway monument

Sunrise Key entryway monument

shall ensure that the bond has been posted in the form of a surety bond or cash, in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**

G. An appropriately licensed contractor must perform all work.

EXCEPTION: Landscape that does not require digging more than 12" deep for installation

H. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.

I. The association must adhere to the NCIGP Grant and Maintenance Agreement/Revocable License.

J. Projects must be constructed within a 12-month period, which begins on the date the City Commission authorizes the Grant and Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted time frame or they will be forfeited. If warranted, the City Manager or a designee may grant an extension to this time frame.

K. Projects funded in part or in whole by CDBG funds are not eligible.

II. GRANT PROCESS

A. The association submits an application during the Neighborhood Community Investment Program (NCIP) grant cycle. Applicants may request that their NCIP project be implemented under NCIGP.

B. City staff will review the application and supporting documents to determine program eligibility.

C. Applicants must present their project to the NCIGP Technical Review/Selection Committee (maximum five-minute presentation required). Applicants must request their NCIP project to be implemented under NCIGP at the time of application.

D. Projects are reviewed and selected by the NCIGP Technical Review/Selection Committee.

E. Project selection/recommendation is submitted to the City Commission for grant award.

F. The association executes the Maintenance and Grant Agreement/Revocable License and returns it to the Neighbor Support Coordinator.

G. The Neighbor Support Coordinator generates a memo and reserves an item on the City Commission Agenda for Commission approval.

Bay Colony entryway monument and landscaping

Lauderdale Isles street signs

H. If approved, the City executes the NCIGP Grant and Maintenance Agreement/Revocable License.

I. The Neighbor Support Coordinator provides the association with a grant approval letter to begin the project, in accordance with the guidelines outlined under the NCIGP Project Implementation section.

J. The Maintenance and Grant Agreement/Revocable License is recorded in the public record of Broward County. (The recording fees are charged to the project account.)

K. A copy of the Maintenance and Grant Agreement/Revocable License is forwarded to the association for its records.

III. PROJECT IMPLEMENTATION

A. The association shall submit concept plan(s) to Neighbor Support at a pre-design meeting that will occur shortly after the grant is awarded to review the project scope and timeline.

B. The association submits five sets of design/plans (signed and sealed) to Neighbor Support for concept review and approval at the pre-design meeting. Four sets of plans will be returned to the association with a cover letter and concept review approval stamp/disclaimer signed by the Neighbor Support Coordinator.

C. Prior to bidding the project, the association's design professional(s) must submit and obtain all required permit approvals.

1. Once the plans have been approved, in accordance with the Florida Building Code, the applicant has 90 days to obtain the necessary permit(s).

2. Permit approvals cannot be obtained without: (a) the Grant and Maintenance Agreement/Revocable License being executed by the City and the association; (b) the NCIGP cover letter attached to the final plans; and (c) the Neighbor Support Coordinator's signature on the "concept review and approval" stamp.

D. The association should be aware that the permit review process could take four to six weeks, per review cycle, to complete.

E. Should the association fail to obtain the required approvals, as outlined in items A-C, the grant shall be forfeited.

F. The association shall obtain a minimum of three bids for construction. A copy of the bid solicitation and responses shall be provided to the Neighbor Support Coordinator for the project file.

G. Appropriately licensed contractor(s) shall pick up all applicable permit(s) from the City's Department of Sustainable Development prior to commencement of construction. City permit fees will not be charged to the project account. These fees will be charged to NCIGP. Sustainable Development staff will forward copies of the permit(s) and applicable fees to the Neighbor Support Coordinator. Payment will be processed within 25 days of receipt to ensure prompt scheduling of required inspections.

Brick paver intersection at N.E. 33rd Avenue

H. The association shall be responsible for ensuring the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City right-of-way prior to the issuance of a permit. The bond shall be 100% of the cost of construction. The association shall ensure the bond has been posted. The bond shall be posted in the form of a surety bond or cash, in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work may begin.**

Harbour Inlet guardhouse and entryway

I. The association shall ensure there is a warranty provision in the contract to cover the quality of construction or work conducted for a minimum of one year.

J. The association shall ensure there is a provision in the contract for the partial release of lien during interim payment periods, and full release of lien from the contractor and their subcontractors at the completion of the project.

K. All construction or public improvements conducted must adhere to the City of Fort Lauderdale's Code of Ordinances and Land Development Regulations, Florida Building Code, and Engineering Permit Standards, all as amended from time to time.

L. The project will be inspected during construction by appropriate City staff.

M. The association shall incorporate the above stated guidelines (items A-K above and items A-D under Payment Process) in its construction agreement with the contractor, and ensure a copy of the NCIP grant criteria is attached to the construction agreement.

Aerial view of Harbor Beach entryway at night

N. Final payment will not be issued until the project has met all City construction requirements.

O. The association must submit the following documents for payment **within 30 days of project completion** to the Neighbor Support Coordinator, as appropriate:

1. W-9 (Request for Taxpayer Identification Number and Certification)
2. Request for payment on the association's letterhead
3. Original unpaid/paid invoices for project design and construction, as appropriate
4. Certificate of Completion
5. Photograph(s) of the completed project

P. The Neighbor Support Coordinator conducts final site visit, reviews invoices, ensures association has met its match, and processes documents for payment.

Q. Payment is issued directly to the association, usually within 25 business days of receiving the request for payment and invoice(s). Payment will not exceed the amount granted to the association. The association will be responsible to the contractor for payment of the full invoiced amount.

IV. PAYMENT PROCESS

A. Payment for projects that are $30,000 and under (i.e., City's portion is $15,000 or less) shall follow the payment request guidelines outlined in items N-O in the Project Implementation section.

B. Projects more than $30,000 will be allowed to draw against the grant funds two times. **The first draw will be given after the first 30 days of project construction and the last draw upon 100% project completion.** The allotment amount for the first draw down shall be no more than 30% of the grant award for the purposes of facilitating the project construction. The association shall submit, on its letterhead, a request for payment and a completed W-9.

1. On the 30th day of project construction, the association submits a request for payment for 30% of the grant award on its letterhead, along with a completed W-9, to the Neighbor Support Coordinator, as appropriate.

2. The City processes payment within 25 business days and issues a check for 30% of the grant award to the association.

3. At 100% construction, the association remits the final bill (paid or unpaid) for the balance of the grant.

   PLEASE NOTE: The City will pay up to 50% of the total project cost, not to exceed the original grant award (i.e., total project cost is $70,000 - NCIGP grant award is $25,000: the City pays $25,000 of the total project cost and the association pays the balance of $45,000). The association's final payment request shall follow the guidelines outlined in items N-O in the Project Implementation section.

C. The association shall ensure its contract agreement with the contractor includes a provision for payment, as outlined in A-B above. The association's contract agreement with the contractor should also include additional time for payment to accommodate the City's payment processing time frame. The City will generally process and generate payment within 25 business days from the time the invoice is received by the Neighbor Support Coordinator.

D. Check(s) will be issued directly to the association. The association will be responsible to the contractor for payment of the full invoiced amount.

MAINTENANCE POLICY

Purpose of Policy: The City of Fort Lauderdale established the Neighborhood Community Investment Program (NCIP) and the Neighborhood Community Investment Grant Program (NCIGP) to develop a stronger neighborhood identity and promote civic pride. These programs encourage neighborhood associations to work in partnership with the City to effect positive change in the community. Central to the success of this partnership is the association's responsibility to support and maintain projects once they have been completed. The following policy outlines the specific maintenance regulations, which associations are required to follow:

PLEASE NOTE: The City of Fort Lauderdale reserves the right to change the terms of the NCIP/NCIGP Maintenance Policy. If the terms of the Maintenance Policy are modified, associations will be notified in writing and will receive an updated copy of the policy. Any changes that are made to the Maintenance Policy will be effective for all past, current and future NCIP/NCIGP projects.

A. This policy applies to all current NCIP and NCIGP projects, as well as any future projects for which the neighborhood, or civic association has a maintenance responsibility.

B. The City will do an annual mailing of the maintenance policy to all associations, along with a letter of understanding, reminding them of their responsibility to maintain projects. The letters shall be specific about the project or improvements that require maintenance by the association.

C. Maintenance Compliance Procedures:

1. The City conducts two yearly site inspections of all improvements made under the NCIP and NCIGP where associations have a maintenance responsibility. The purpose of the inspections is to identify possible deficiencies in proper project maintenance.

2. Upon first deficiency:

   a. The association receives a friendly reminder notice with photos taken at time of inspection.

   b. The Mayor, City Commission, and City Manager are notified.

   c. The association has three weeks to bring the project up to compliance standards. At this time, a second City inspection will be made.

3. Upon second inspection, if the project is not up to standard:

   a. The association receives a "Warning of Removal" notice.

b. The Mayor, City Commission, and City Manager are notified.

c. The association has three weeks to bring the project up to compliance standards. At this time, the City will make a final inspection of the project.

4. Upon the final inspection, if the project is not up to standard:

a. The Mayor, City Commission, and City Manager are notified.

b. The improvement will be removed.

c. The City will replace with zero maintenance material.

d. The City maintains sole option with regard to choice of replacement material.

D. This maintenance policy will be included in all new NCIP/NCIGP applications. Previous deficiencies and non-compliance with this policy on prior improvements will be grounds for rejection of new funding requests.

E. The replacement of large-scale improvements by the City's reserve funds:

1. In the case of large, expensive items, such as guardhouses or multiple items, the replacement may be negotiated between City and the association as follows:

a. Applies only to significant repair or replacement and is subject to a $500 deductible payable by the association.

b. The City will be responsible for covering the cost of replacement/ repairs for damages beyond the $500 deductible.

c. The association will be responsible for notifying the Neighbor Support Coordinator of any damages to the community improvement(s).

Harbor Beach gatehouse, decorative light post, and brick paver entryway

2. Exceptions may be granted due to:

   a. The level of public hazard due to the demise of structures, pavement, etc.

   b. Natural disaster damage.

   c. Other issues that render payment responsibility by the association as unfair or to allow for creative participation by the association due to hardship.

G. New Construction Policy/Standards

1. Landscaping: Florida-Friendly Landscaping™ Principles shall apply.

   Florida-Friendly Landscaping means using low-maintenance plants and environmentally sustainable practices to create beautiful landscapes that save time, energy, and money while protecting our future.

   a. Right Plant, Right Place – Use plants suited to your landscape conditions for proper form, light conditions, salt tolerance, soil types, soil pH, wind conditions, and water requirements.

   b. Water Efficiently – Reduce water bills, pest problems, and maintenance needs by grouping plants with similar water needs together. Irrigation systems shall be designed to water sodded areas and unsodded areas separately to minimize waste, prevent over spraying on hard surfaces, and reduce runoff.

   c. Fertilize Appropriately – If needed at all, use a slow-release fertilizer and apply it during dry conditions. To help prevent water pollution, use a fertilizer with the lowest amount of nitrogen possible and two percent or less of phosphorous.

   d. Use Mulch – This helps keep moisture in the soil, controls weeds, and reduces stormwater runoff.

   e. Attract Wildlife – Bring the landscape to life by providing water, food, and shelter for birds, butterflies, and other wildlife. Create wildlife sanctuaries and natural corridors with Florida-friendly/native plants and trees to help animals migrate from place to place.

   f. Manage Yard Pests Responsibly – Implement Integrated Pest Management practices to control pests with as few chemicals as possible to reduce your impact on the environment.

   g. Recycle – Reuse the waste by composting or mulching it to save money, reduce the need for additional fertilizers, and organically enrich the soil.

h. Reduce Stormwater Runoff – Properly maintain landscape so it can filter and absorb stormwater. Doing so will help protect waterways, reduce pollution, and replenish the aquifer.

i. Protect the Waterfront – Help preserve Florida's waterways, plants, and wildlife.

Detailed information about Florida-Friendly Landscaping Principles is available in *The Florida Yards & Neighborhoods Handbook*, which is available online at floridayards.org.

2. Irrigation

   a. Irrigation shall be low volume and plant materials shall be grouped by water requirements.

   b. If the project requires irrigation, it must be installed at the time of initial construction.

   c. All irrigation shall be automated, where applicable, or the use of solar controllers shall be utilized.

   d. Capital costs of meters and installation shall be included in the project cost.

3. Right-of-Way Trees – The type, size, etc. of new trees must be approved by the City's Urban Forester. The association shall also provide a Maintenance Agreement from each property owner if the trees are located in common areas. As an alternative, the association may pay the additional cost of 90-day contractor maintenance.

4. Fencing – If chain-link fence is used, it must be black vinyl coated.

5. Monuments, lighting, signs (i.e., entry, crime watch, etc.), crosswalks (pavers), guardhouses, playground equipment, docks, gate arms, sidewalks, and walls, in addition to all improvements listed above, must adhere to City standards and specifications and must be approved by the City.

6. Complete Construction Phasing – Each phase of construction shall achieve a "complete" appearance. For example, monuments should not be installed without landscaping.

7. Sidewalks – All sidewalks installed under NCIP/NCIGP shall be maintained by abutting property owners at their expense (per Chapter 25, City Code). Installation shall be done with notice to all affected property owners.

For more information about the NCIP/NCIGP, please contact the Neighbor Support Coordinator at (954) 828-6656.

OFFICE OF THE CITY MANAGER
NEIGHBOR SUPPORT

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