HOME RECOGNITION PROGRAM

GUIDELINES
SECTION I - OVERVIEW OF PROGRAM

A. Purpose, Goal and Objective of Program

The purpose of the Home Recognition Program is to recognize residents who have demonstrated a commitment to beautifying and maintaining their homes. There are many attractive homes in the City of South Gate that inspire other residents while raising community pride and spirit. The Program will highlight and recognize these homes, and motivate others to improve their homes, enhance residential neighborhoods and improve quality of life for South Gate residents.

The program has three components: (1) promotion and nominations, (2) selecting winners, and (3) recognition by City Council.

The program is also intended to inspire others to improve their homes and enhance the community and the quality of life of South Gate residents.

SECTION II - NOMINEE ELIGIBILITY REQUIREMENTS

A. Property Ownership

The nominee(s) must be the current resident in order to be eligible for the Program.

B. Program Exclusions:

The Home Recognition Program is only for residents of the City of South Gate.

SECTION III - PROPERTY ELIGIBILITY REQUIREMENTS

A. Eligible Properties

In order for a resident/homeowner to be eligible to participate in the Program they must meet the following requirements:

- The property must be located in the City of South Gate and the applicant must be the current owner and occupant of the resident.
- The property must meet all zoning requirements.
- The property must not have any property maintenance issues visible from the street such trash cans on front yard, inoperable vehicles, unpermitted canopies, discarded house items, visible cracked concrete etc.

B. Eligible Property Improvements

- Building Improvements
- Landscaping Enhancements
- A consistently high level of general maintenance
SECTION IV - PROGRAM PROCEDURES

Application and Eligibility Determination

A. Application.
   Property owners, City of South Gate residents, and City staff may nominate property
   owners for the program by completing the application forms available online at
   www.cityofsouthgate.org and submitting such materials to the Community
   Development Department. Applications will be reviewed in the order in which they are
   received. The City will update applicants on the status of their application.

B. Verification and Eligibility Determination.
   The City shall verify all information as necessary. Applicants will be notified in writing
   regarding eligibility status.

C. Program Determination.
   Once an applicant has been determined to meet eligibility requirements, an initial
   inspection of the property will be made by the City to determine the extent of any code
   violations.

D. Approval and Notifications.
   Applicants will be provided with written notification of approval or denial. Reason(s) for
   project denial will be provided, to the applicant, in writing.

Housing Selection

E. The 10 homes to be selected for the Home Recognition Program will be selected by the
   City of South Gate`s Planning Commission.

F. The City of South Gate will select two homes per area see the attached map.

Notifications

G. Notification
   The City shall notify the selected nominee of the approval. The City will update the
   applicant on the date of the City Council meeting where they will be recognized.

Recognition by City Council

H. The residents that are selected to receive a home recognition award will be recognized
   as follows:
   • Recognized by the City Council during a Council meeting and receive a
     certificate of recognition.
• Receive a lawn sign to be displayed on their front lawn. Lawn signs have the added benefit of promoting the program and encouraging home improvements to take place at other homes near the recognized property.
• Receive an Azalea plant.

SECTION V - AMENDMENTS

Amendments to these guidelines may be made from time to time by the City. Vested authority shall be granted to the City Manager or his/her designee to grant a minor waiver or make minor amendments to these guidelines. All major amendments to these guidelines shall be approved by the City Council.

SECTION VI - ACTION PLAN

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<tr>
<td>2. Staff will verify Eligibility</td>
<td>City will schedule property inspection to ensure property meets eligibility requirements.</td>
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<td>3. Contact Applicant</td>
<td>City will contact applicant and inform them of eligibility of the Program.</td>
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<td>4. Obtain Nomination Approval</td>
<td>After the property is deemed eligible, City staff will obtain nomination approval from Director.</td>
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<td>5. Planning Commission Review</td>
<td>City staff will prepare staff report to the Planning Commission for review. Planning Commission will select the top 10 homes to be recognized by City Council.</td>
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<td>6. Notify Nominee</td>
<td>City staff will prepare letter to notify nominees of Home Recognition Program Award and the date of the City Council Meeting, where they will recognized.</td>
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<td>7. Recognition of City Council</td>
<td>City staff will prepare Agenda bill for the City Council meeting along with the Certificates of Recognition, Lawn Signs, and Azalea Plants to be distributed.</td>
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SECTION VII - Deadline

All applications must be submitted in person, mail, or via email. The Deadline to submit applications will be established each year the program is in effect.

For questions, please contact Jose Montano, Acting Administrative Services Coordinator at jmontano@sogate.org or at (323) 563-9529.