

CITY OF WEST CHICAGO

GUIDELINES FOR FACADE IMPROVEMENT GRANT PROGRAM

PROGRAM PURPOSE

The purpose of the facade program is to encourage the rehabilitation of the exteriors of commercial property in the City of West Chicago Downtown Redevelopment Project Area by establishing a program where the City will provide a limited match of private funds in the form of grants to be used for building facade renovation.

ELIGIBLE PROPERTIES

Commercial properties within the Downtown Redevelopment Project Area are eligible for participation in this program. Residential properties, including apartment buildings, are not eligible. Dwelling units, when accessory to a commercial building, are eligible.

ELIGIBLE APPLICANTS

- (a) Facade program applications may be submitted by:
 - (1) The owner of property to be rehabilitated.
 - (2) A contract purchaser or holder of an option to purchase the property to be rehabilitated, with written permission of the owner, provided that no grant funds shall be distributed to such applicant prior to its closing on the purchase of the property.
 - (3) A lessee of the property to be rehabilitated, under a lease with an unexpired term of not less than five (5) years and with written permission of the owner.
- (b) No facade improvement grant shall be awarded, or grant funds distributed, to any applicant who is in default on its mortgage, installment land sale contract or lease with respect to the property, or who is delinquent in the payment of any tax, fine, fee or special assessment owed the City, the County, the State or the United States of America, as indicated by the records of the county recorder.

ELIGIBLE IMPROVEMENTS

- (a) In order to be eligible for a grant under the facade program, improvements must relate to a building facade that is visible from a public way, must be permanently fixed to the real estate, and must not restrict any future use of the building. Eligible improvements include, but are not limited to:
 - (1) Architectural services relating to eligible improvements
 - (2) Chimney and flue repair, when it improves the overall appearance of a building
 - (3) Exit door (exterior) and hardware installation, repair and replacement, where current doors do not meet the building code or it will improve the overall appearance of the building

- (4) Exterior permanent lighting
 - (5) Exterior handicap accessibility improvements not including sidewalks pursuant to Illinois Accessibility Code
 - (6) Gutters
 - (7) Landscaping and permanent planters
 - (8) Painting of the exterior surface of buildings
 - (9) Removal of non-original siding
 - (10) Repair or restoration of original exterior
 - (11) Retaining wall, on Turner Court
 - (12) Roofing replacement and repairs within the Turner Junction Historic District that are part of the historical facade
 - (13) Shutter and awning repair, replacement or additions
 - (14) Signs (permanent) new exterior signs or repair and replacement of existing exterior signs
 - (15) Stair, porch, railing, exit repair, replacement or installation
 - (16) Terraces, on Turner Court
 - (17) Wall (exterior) repair and rebuilding, including cleaning, sealing, tuckpointing, and painting
 - (18) Windows, repair of frames, sills, glazing, replacement of glass, and installation of new windows
- (b) Upon the request of an applicant, the City staff shall review improvements not specifically listed as eligible or ineligible under this article and make a recommendation to the City Council. Upon receipt of the recommendation of City staff, the City Council may, in its discretion, approve facade program funding with respect to such improvements.

INELIGIBLE IMPROVEMENTS

The following are ineligible for funding under the facade program:

- (a) Acquisition of property
- (b) Air conditioning and heating facilities
- (c) Within the Turner Junction Historic District, artificial architectural elements including, but not limited to, applied mansard fronts, and applied facades that would cover existing significant architectural elements or materials
- (d) Bartered work or services, direct or indirect, including, but not limited to, labor, architectural services, consulting, and acquisition of materials.
- (e) Electrical wiring or service upgrades
- (f) Elevators – repair or installation
- (g) Extermination of insects, rodents, vermin, and other pests in interior or exterior areas
- (h) Improvements completed or in progress prior to notification of approval
- (i) Interior floor or ceiling replacement and repair
- (j) Interior improvements including, but not limited to, remodeling and structural repairs
- (k) Loading docks

- (l) New facilities, building additions, or expansion outside the Turner Junction Historic District
- (m) Plumbing
- (n) Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate
- (o) Refinancing existing debt
- (p) Resurfacing of parking lots
- (q) Security grilles and screens
- (r) Sidewalks
- (s) Sprinklers, fire or smoke alarm systems
- (t) Improvements which are required to comply with a violation of the City of West Chicago Code of Ordinances including, but not limited to, the Zoning Ordinance and International Property Maintenance Code. Except that the cost of improvements that provide additional upgrade beyond the minimum code requirement shall be eligible.
- (u) Title reports and legal fees
- (v) Ventilation systems
- (w) Working capital
- (x) Improvements made by contractor not approved by the City Council
- (y) Improvements that do not comply with the approved Certificate of Appropriateness, if required, and/or building plans.
- (z) Worked performed by construction or other companies that are owned wholly or in part by the building owner or his family.

PROJECT COSTS

The City Council may, in its discretion, approve the facade program grants for eligible improvements to properties within the Downtown Redevelopment Project Area, provided however:

- (a) That no grant shall be approved if the amount of such grant, together with the amount of all other grants approved in the same fiscal year, would exceed the amount appropriated for the facade program for that fiscal year.
- (b) That no grant shall exceed the lesser of: (a) fifty (50) percent of the project cost; or (b) ten thousand dollars (\$10,000.00), except as provided below:
 - (1) That an individual may be granted up to three (3) years of matching funding at any one time, so long as the total grant does not exceed thirty thousand dollars (\$30,000.00) and the property is not eligible for additional funding during that three-year period; and/or
 - (2) That an individual may be granted sixty-five (65) percent of the cost for the equipment and materials only, so long as he provides necessary documentation via three detailed estimates for the work, with the labor, equipment and materials components associated with the project listed separately so it can be evaluated.

- (c) That the total amount of all grants approved with respect to any building shall not exceed ten thousand dollars (\$10,000.00) in any fiscal year or thirty thousand dollars (\$30,000.00) over three (3) fiscal years.

REHABILITATION GUIDELINES AND PROJECT APPLICATION; APPROVAL

- (a) Each applicant for a grant under the facade program shall submit an application on approved forms available from the Community Development Department, including:
 - (1) Plans for the exterior improvements, which to the extent required by applicable law, shall be prepared by a licensed architect;
 - (2) An elevation drawing, plat of survey or site plan;
 - (3) Material and color sample(s) of improvements;
 - (4) Three (3) written estimates. Such estimates shall include the contractor's name, address, telephone number and list of references;
 - (5) Two (2) photographs of each existing facade proposed for improvements;
 - (6) A tract search report identifying the property owners of record and all mortgages, liens and other encumbrances of record, from a title insurance company qualified to do business in state;
 - (7) If applicable, a copy of the written consent from the property owner, signed installment sales contract and/or current lease; and
 - (8) A filing fee in the amount of two hundred dollars (\$200.00), refundable upon satisfactory completion of the project.
- (b) If the property is within the Turner Junction Historic District, the applicant shall concurrently file an application for a Certificate of Appropriateness with the Historical Preservation Commission. The applicant shall obtain any necessary Certificate of Appropriateness as a precondition to the City Council's consideration of the facade program application.
- (c) Facade program applications will be accepted each fiscal year, until budgeted and appropriated amounts are exhausted. The Community Development Department may, in its discretion, establish application deadlines from time to time.

- (d) The Community Development Department shall review applications in the order received and recommend for funding projects which have (1) completed the applications; (2) met any applicable application deadlines; (3) met the guidelines for funding; and (4) a commitment from, and the demonstrated ability of, the applicant pay the portion of the project costs that are not covered by the grant.
- (e) Upon completion of the Community Development Department's review, and the issuance of any necessary certificate of appropriateness, the department shall forward the application to the City Council, together with its recommendation.
- (f) The City Council shall determine whether, and the extent to which, the City will provide facade program funds for the proposed project. If the City Council approves the application, the City Council shall approve the amount of funding of the qualified contractor having submitted the lowest estimate, but that the applicant may use any of the three contractors submitting estimates. The applicant shall be responsible for paying the difference between the lowest estimate from the qualified contractor and the estimate from the contractor utilized.
- (g) All rehabilitation work shall be completed in conformance with the codes and ordinances of the City. If the City project requires a building permit, the City shall issue such building permit at fifty (50) percent of the regular permit fee. Construction shall be monitored by building inspectors.
- (h) Upon completion of the project, which shall be evidenced by final approval from the Community Development Department or the issuance of an occupancy permit, the City shall pay the amount authorized by the City Council, provided that: (1) the contractor selected by the City Council was used for the entire project; (2) the plan approved by the City Council was strictly adhered to; and (3) there was strict compliance with the terms of any applicable Certificate of Appropriateness.
- (i) The City reserves the right to reject any or all applications received.
- (j) The City reserves the right to withdraw a commitment for funding or recall a grant for any project which is not completed within six (6) months of the issuance of the building permit for the project, or, if no building permit is required for the project, within six (6) months of the approval of the grant by the City Council.
- (k) The City reserves the right to withdraw a commitment for funding or recall a grant if any of the eligibility requirements are violated, including, but not limited to, the use of the contractor selected by the City Council and strict compliance with the terms of the plan approved by the City Council and the Certificate of Appropriateness, if any.

- (1) All proposed exterior improvements within the Turner Junction Historic District shall be compatible with the downtown area; specifically, these improvements should:
 - (1) Focus on restorative construction;
 - (2) Be compatible with original building material and style;
 - (3) Be compatible with predominant color schemes and window configurations; and
 - (4) Be compatible with the general architectural theme of the historic district.

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CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM
APPLICATION INSTRUCTIONS

1. Complete all sections of the Facade Improvement Grant Program Application. Failure to complete all sections will result in delay of application processing and could result in denial of application.
2. Attach the following to completed application:
 - a. A plat of survey or site plan showing the location and dimension of the primary building.
 - b. Elevation drawing of the proposed improvements.
 - c. Two (2) photographs of the existing facade(s).
 - d. Three (3) written estimates on approved forms available from the Community Development Department. Such estimates shall include the contractor's name, address, telephone number and list of references.
 - e. Material and color samples of proposed improvements (paint color, brick sample, etc.)
3. Where applicable, submit an Application for a Certificate of Appropriateness.
4. Submit \$200.00 filing fee, refundable upon satisfactory completion of the project.
5. All appropriate permits (building, electrical, heating, etc.) shall be acquired from the City of West Chicago
8. Any additional information helpful to understanding the proposal may be attached to this form.

SUBMIT DOCUMENTS TO:

CITY OF WEST CHICAGO
COMMUNITY DEVELOPMENT DEPARTMENT
475 MAIN STREET
WEST CHICAGO, IL 60185
(630) 293-2200



CITY OF WEST CHICAGO
APPLICATION FOR FACADE IMPROVEMENT PROGRAM

COA# _____

DATE RECEIVED _____

BUILDING PERMIT# _____

APPLICANT AND PROPERTY OWNER INFORMATION

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

APPLICANT'S TELEPHONE NUMBER _____

ARE YOU THE PROPERTY OWNER? _____ YES _____ NO

IF SO, OWNERSHIP STATUS _____ SOLE OWNER _____ PARTNERSHIP
_____ CORPORATION _____ TRUST

ARE YOU THE TENANT? _____ YES _____ NO

IF SO, YEARS REMAINING ON LEASE? _____

IF YOU ARE NOT THE PROPERTY OWNER, PLEASE PROVIDE:

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

PROPERTY INFORMATION

PROPERTY ADDRESS OF PROJECT _____

LEGAL DESCRIPTION _____

BUSINESS NAME _____

HISTORIC BUILDING NAME _____

TENANTS	BUSINESS OWNER'S NAME	SQ. FT.	LEASE TERMS
NUMBER OF STORIES		BASEMENT?	
_____		_____YES _____NO	
ARE THERE DWELLING UNITS ABOVE THE FIRST FLOOR?		_____YES _____NO	
IF YES, NUMBER OF DWELLING UNITS?		_____	

PROJECT

DESCRIBE YOUR PROJECT

FUNDING

AMOUNT OF GRANT REQUEST	\$
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ITEMIZATION OF THE WORK TO BE PERFORMED TO MAKE THE NECESSARY REPAIRS

DESCRIPTION	ESTIMATED COST
ARCHITECT	\$
AWNINGS	\$
CHIMNEY	\$
CORNICE	\$
DOORS	\$
FASCIA	\$
FLASHING	\$
GUTTERS	\$
LANDSCAPING	\$
LIGHTING	\$
PAINTING	\$
PORCHES/RAILINGS	\$
ROOF	\$
SIGNS	\$
SOFFIT	\$
STAIRS	\$
WALLS	\$
WINDOWS	\$
OTHER	\$
TOTAL	\$

OFFICIAL USE ONLY

Building Permit # _____
COA # _____
COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____

OFFICIAL USE ONLY

Building Permit # _____

COA # _____

COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____

OFFICIAL USE ONLY

Building Permit # _____

COA # _____

COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____