



Chicago Metropolitan  
Agency for Planning

## Façade Improvement Programs: A How-To Guide for Implementation



Created for the Village of New Lenox by Local Technical Assistance

**September 2016**

Photos by Mike Parella, Community Development Coordinator, City of Palos Heights.

## What is a façade improvement program?

A façade improvement program is a financial incentive to inspire private property owners to upgrade the visible, corridor-facing components of their properties. The desire to improve property aesthetics often is a final recommendation of a planning and outreach process, which may include a visual preference survey or other feedback tools. Conducting outreach to residents and businesses is crucial before considering administering these programs. There are numerous options of visual preference styles that will improve aesthetics, create unified character, and drive visitation and business through curb appeal. These programs have had success in multiple environments.

As implied by the title, the restoration of building facades (masonry, tuck-pointing, etc.) is a common program activity; however, other common applications include painting or replacing windows, signs, awnings, canopies, lighting, and other exterior elements. Property owners can upgrade properties without having to relocate, making a façade improvement program a business retention strategy. Typically, assistance is given as grants, rebates, or as low- or no-interest loans.

**Table 1. Common Types of Districts or Corridors with Façade Improvement Programs**

Typology	Urban neighborhood	Medium-density mixed-use (“Main Street” style)	Auto-walkable mix	Auto-oriented
Description	Dense areas with multistory structures built to the lot line, mixed uses, and where patrons frequently reach businesses on foot or by bike or transit. Most parking is on-street.	Built-to-lot line or small amount of parking in front. On-street parking may be angled. Structures are usually two to three stories.	Small plazas or stand-alone buildings with parking in the front. Most structures are one story. Most buildings are set back from the frontage while still visible for passersby. Though somewhat walkable, fast-moving traffic and high traffic counts are often present. Can be a state or U.S. route in jurisdiction, but if not, is usually an arterial street.	Facades are not very visible from the street, except for “anchor” stores in plazas, because buildings are set back hundreds of feet from the frontage. Very large plaza signs guide drivers into the parking area or a service drive where the façades become visible. Roads are often state or U.S. route jurisdiction with higher speed limits (approximately 40 miles per hour or greater) and high traffic counts.
Source: CMAP research				

## What can the program cover? What can it exclude?

It is the administering organization's decision what to list as "eligible" and "ineligible." Some communities in the region have chosen to separate a façade improvement program from other assistance programs—namely, an on-site improvement program. However, CMAP encourages organizations to streamline and combine incentive programs as much as possible, so the list below reflects a combined façade and on-site improvement program. Standard lists of eligible and ineligible improvements are the following:

### Typically Eligible

- Actual construction costs
- Application fees
- Architectural or engineering services
- Removal of inappropriate features
- Restoration of missing or altered features
- Replacement of private sidewalks when it improves pedestrian circulation
- Landscape improvements/restoration
- Parking lot improvements, especially where improvements lead to better compliance with local codes and improve safety and access
- Screening of service areas such as utilities and trash containers
- Installation/restoration of architectural features
- Installation of traditional awnings
- Masonry restoration or repair
- Painting, in conjunction with other restoration or rehabilitation
- Maintenance and preservation of historic signs
- Construction of accessibility improvements to the exterior

### Typically Ineligible

- Building permit fees (exception: Can be eligible, wholly or in part, if using the rebate structure)
- Extermination of insects, rodents, etc.
- Title reports and legal fees
- Repair or installation of elevators
- Interior floor or ceiling
- Plumbing and electrical equipment
- Sprinkler systems
- Working capital
- Mechanical equipment
- Flat roofs or other work not visible from public space
- Painting masonry that was not previously painted
- Refinancing existing debt
- Sweat equity
- Acquisition of land and/or buildings

When renovation plans are submitted with applications, there may be a mix of eligible and ineligible improvements, so assistance agreements should be written accordingly.

## **Where should assistance be granted?**

Communities deploy assistance to visible areas with a concentration of businesses deemed significant to community character. The area is often a commercial district or corridor, or a mixed-use area with a commercial component, but industrial areas have had programs, as well. The geography of the target area and its existing conditions dictate whether to spread around a small amount of assistance to several recipients or concentrate larger awards to a smaller area.

Where a portion of the target area is in a historic district, a traditional downtown, and/or a transit-oriented development (TOD) zone (within a 10-minute walking radius of a transit station), it can be wise to concentrate the resources in this area to create a more visible benefit. In the same vein, recipients do not need to receive the same amount of funds. Priority can be established based on criteria and explained in the application. However, it is important that the decided value of awards is grounded in a rational basis.

## **Who administers the funding and program?**

Typically, assistance is given as direct or matching grants, rebates, waivers of permit fees, and/or as low- or no-interest loans. The structure for the assistance often reflects the administering organization. A combination of organizations can be involved when, for example, the applicant receives a loan from a lender for the matching funds so that the applicant can participate in the local government's program to receive a grant or rebate. Sometimes the administering organization is actually passing through funding from a larger entity. For example, a local government may use its allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development.

## **Where does funding come from?**

The following strategies generate a new funding stream of varying amounts. It is possible for funding to come from multiple sources or one. The source may already exist (for example, a tax-increment financing district) or can be created for the purpose of funding the program.

- General fund revenue
- Local revenue streams with a special set-aside for a set amount of time: permit revenue, sales tax set-aside from businesses in the target area
- Special taxing bodies: business district designation (creating an additional sales tax) or special service area (additional property tax), TIF district
- Federal or state grant funds passed through (for example, CDBG). A local government may be an entitlement community or receive a county allocation; not all communities are eligible, and entitlement communities should consider their eligible areas when determining program boundaries
- Donations, disbursed through local nonprofit development groups or chambers of commerce
- Low-interest or no-interest loans from private lenders, often those with a community focus or a small, local bank with community interest
- Historic preservation and landmarks organizations such as [Main Street America](#) and [Landmarks Illinois](#)

## When should I talk to the property owners and business representatives? What should I ask?

Ideally, these groups were a part of planning outreach. However, sometimes outreach conclusions are gleaned from a mix of sources, including residents, and at the program implementation stage, questions should focus only on decision-makers at businesses or property ownership entities. Unfortunately, commercial property owners can be groups of investors who live outside of the community, if not out of state. Nonetheless, it is worthwhile to try to contact them or a representative/broker to gauge interest. An informal online or print survey (anonymous may be better if asking business-sensitive or private questions) distributed through a chamber of commerce is one useful method to get feedback. If participation in the program would be low, it may not be worth it to move forward with staff resources and administrative time. Tough-to-contact landlords and property owners may be reachable using City or Village contact information listed on previous permit applications, or water or utility billing profiles. Unfortunately, that information is useful only if the administering entity is a City or Village, as that information should not be shared.

Occasionally, tax-exempt or institutional property is targeted for façade improvements, such as a train station or school. These properties can be included in the program and receive funds, but the administering organization may wish to either waive the match requirement or set up another funding structure. If these properties are part of the target area, a process with different rules should be created and clearly stated in the application. Where necessary, assistance should be contingent upon an intergovernmental agreement.

### Sample survey questions

*How likely are you to invest in new signs, windows, awnings, exterior building condition, landscaping, parking, or other property conditions over the next 1-3 years?*

- ☐ Very likely
- ☐ Somewhat likely
- ☐ Somewhat unlikely
- ☐ Very unlikely

*(Skip if “very likely”).*

*If the City/Village, a nonprofit organization were able to provide assistance in the grant or rebate, up to \_\_\_\_ percent of the cost, would you be **much more likely** to make the improvements listed above?*

*In principle, do you support a long-term funding structure that would create a pool of money for you and your neighbor businesses along the \_\_\_\_ corridor/in the \_\_\_\_ business district to improve their properties, facades, and character elements?*

Based on a sample of communities in the region, recipients receive up to \$50,000 per applicant to as little as \$1,000 to \$2,000. The amount depends on the character of the district, the available resources, and the types of improvements desired. New awnings, signs, lighting, and paint are less expensive than windows, the reconstruction of an entire parking lot, or installing landscaping features. To generate a rough estimate, begin by creating a sample of three to five properties that need improvements and represent your target area. Work with building officials and contractors to estimate the cost to improve each property to desired standards. Arrive at an average estimate per property in your sample, and multiple that estimate by the number of properties in the target area. This should provide a rough estimate for how big the pool of funds will have to be to improve all the properties (divide by two if there is a 50 percent match requirement). If that figure seems daunting, remember that a.) financing can be granted on a rolling basis, or as it becomes available; b.) the full pool of money does not have to be on hand at the time the program is piloted, as it may be an ongoing revenue stream; and c.) it is unlikely that 100 percent of property owners will apply right away at the launch of the program.

One consideration for local governments is the required authority to disburse assistance when it is greater than a certain threshold. For example, communities report that awards below a certain threshold (\$10,000 is common) can be approved administratively by staff, without the approval of a legislative body or commission. Though this may not be the most important factor in determining award amount, communities should be aware of their requirements, as administrative review and approval are generally faster.

### **How long is assistance available?**

Pilot programs tend to have the tightest time restriction and deadlines. A six-month open application period should be enough to allow applicants the time to prepare their proposals and materials. Survey results could inform the timespan you choose. More established, successful programs either may make their funding available once a year (as with a grant), or on a rolling basis—whenever funds are available or there is an eligible project.

### **Is there a match requirement from the applicant?**

More common than not, the administering organization requires a match in project funding. As part of the application for assistance, the logistics of the match should be explained, and administering staff should be prepared to field questions about when match payments are due. A common match is 50 percent, but 20, 25, 30, and 40 percent are also fairly common. The administering organization may encourage the applicant to obtain a lending partner if necessary, especially for larger awards (in excess of \$10,000). The administering organization can provide support in obtaining the private financing.

### **When should the assistance be disbursed?**

The funding source and structure will determine this, as will the overall health and ownership of the businesses in the target area. If businesses and property values are generally healthy, then a rebate format is reasonable. If businesses are struggling greatly, then an upfront grant may be the only way to generate the investment desired by the program. In general, disbursing the



award after construction and an inspection is better stewardship of revenue and ensures program goals were met.

## **How can a façade improvement program pair with regulatory changes or other planning efforts?**

If the administering organization is not a local government, the local government's staff should be involved in reviews of the drawing portions of applications to ensure compliance with existing regulations, even if the local government is not the funder or administrator of the program. Façade improvement programs can lead to visible implementation of new design guidelines, a design review process, an updated sign code, a zoning overlay, or new zoning districts. The program can eliminate or assuage non-conformities created by a new regulations and processes. The Andersonville Chamber of Commerce, which administers the program for the City of Chicago's Special Service Area No. 22, [combines design guidelines and the application into one document](#).

The application should require the applicant to submit site plans, elevations, and renderings/drawings for review. A design review commission (where one exists) and/or local planning/community development staff can assist with the review of submittals for selecting recipients, though whether an award is granted is ultimately up to the administering organization. All proposed changes, however, would have to comply with the current (or desired, if new standards are being rolled out) local regulations. Therefore, it is advised that the alignment of proposals with local regulations is considered in the selection of recipients. Where communities do not have design guidelines for the target area, it is wise to create them before launching the program, perhaps concurrent with publicity around the program. Design guidelines should flow from the visual preference established during the planning process.

## **How is program success evaluated and monitored?**

Establishing benchmarks at the time of launching the program is useful in determining if a program is providing a return on resource investment for the administering organization. Planning to evaluate success at the one- and two-year marks is logical for pilot programs. For ongoing, mature programs, a yearly memo that summarizes program's activity is recommended. Participation is measured in two key ways: 1.) Of the properties that *could apply* for assistance, what percent applies? 2.) Of those that apply, what percent actually invest and install improvements to properties? In addition, some communities and organizations track a "multiplier" to gauge if a façade improvement award inspires investment beyond what is covered in the program. Program administrators encourage recipients to track all of their property improvements that happen at the same time as eligible façade improvements, with cost amounts. A common instance is a business will make, for example, \$50,000 in overall investment, but receive only \$10,000 as part of the façade improvement award. The total investment figure divided by the amount of awards given out would be the multiplier and make either a strong or weak case for continuing the program. A more qualitative approach is to record before-and-after project photographs for each award recipient property. These photographs can be compared with design guidelines.





## **What other communities in the region have these programs?**

Table 2 shows communities that have successfully implemented a façade improvement program. This is not an exhaustive, and some programs cover multiple target areas with different typologies. Communities and programs appear multiple times if the program is used in multiple areas with different character. Contact each community or organization for details.

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**Table 2. Communities and Façade Improvement Programs by Typology**

Typology	Example programs	Photos
Urban neighborhood	City of Chicago SSAs: <a href="#">Andersonville</a> <a href="#">Ravenswood</a> <a href="#">Wicker Park-Bucktown</a> <a href="#">Lakeview East</a> City of <a href="#">Evanston</a>	 <i>City of Evanston</i>
Medium-density mixed-use ("Main Street" style)	City of Evanston Village of <a href="#">Glen Ellyn</a> <a href="#">Oak Park</a> Development Corporation Village of <a href="#">Skokie</a>	 <i>Village of Skokie</i>
Auto-walkable mix	Village of <a href="#">East Dundee</a> Village of <a href="#">Franklin Park</a> Village of <a href="#">Fox Lake</a> Village of <a href="#">Glen Ellyn</a> City of <a href="#">Palos Heights</a> Village of <a href="#">Orland Park</a> Village of <a href="#">Wheeling</a>	 <i>Village of Fox Lake</i>
Auto-oriented	Village of <a href="#">Beach Park</a> Village of <a href="#">East Dundee</a> Village of <a href="#">Wheeling</a> Village of <a href="#">Orland Park</a>	 <i>Village of Wheeling</i>

## Approach for New Lenox

The following recommended approach is based on but not fully aligned with the recommendations in the [Route 30 Corridor Implementation Plan](#) (2013). However, some changes have been made based on an interview with Village staff in April 2016 and research regarding the success of façade improvement programs in the region. The Route 30 Corridor Plan recommended façade and on-site improvement plans along the entire study area, beginning just east of the I-80 interchange to near the Norfolk & Western Railroad. CMAP now recommends narrowing the focus to the Downtown Character Zone, as labeled on the Urban Design Framework (Page 27), for the pilot stage and initial rollout of the program. CMAP also recommends combining the façade and on-site improvement programs into one.

### **Geography**

The target area should include both sides of Route 30 between just east of Vine Street and the parcel lines for the commercial buildings and plazas east of Church Street.

### **Typology**

Auto-walkable mix

### **Structure of Program**

The program can be administered by the Village of New Lenox with as a 50/50 match and as a rebate to be disbursed after projects and site inspections have been completed. Institutional property owners should be invited and included with a smaller or no match requirement, but awards should be given first to private property owners while a pool of resources accumulates.

### **Funding**

New Lenox staff shared the program will need a new funding source. CMAP suggests exploring a set-aside from home-rule sales tax revenue, perhaps only from businesses in the target Downtown Character Zone but possibly Village-wide. According to the [Illinois Department of Revenue](#), the Village of New Lenox levies a home-rules sales tax of 1.5 percent. Further, partner with the [New Lenox Chamber of Commerce](#) and its member banks. Some of these are New Lenox-based, have a community focus, and are located on Route 30. These banks may have commercial customers in the target area or may want to market to them, so they may consider providing low- or no-interest loans. In addition, the banks benefit from a healthier local economy.

### **First Steps**

- Create design guidelines and add them to the zoning permit review process for the target area, based on the visual preferences stated and shown in the Corridor Implementation Plan.
- Contact and survey property owners to gauge interest.
- Contact Villages of Orland Park ([Department of Development Services](#)) and Homer Glen ([Planning and Zoning](#)) for insight on how to structure program.

VILLAGE OF GLEN ELLYN

Retail Façade Improvement Award Program  
Application Packet



Village Manager's Office  
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

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VILLAGE OF GLEN ELLYN  
Retail Façade Improvement Award  
As of July 15, 2014

Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Retail Façade Improvement Awards were created to encourage the private sector in making these desired exterior improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this Award program.

Assistance Available

Approved projects are eligible to receive a Retail Façade Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the facade improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for an award. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of award monies.
- Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

- Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 22,499.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All award requests must be submitted prior to any work being started by the applicant. Any work started or completed prior to Village Board approval is at the applicant's risk.
- The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability.

### Eligible Improvements

The primary goal of the Village of Glen Ellyn Retail Façade Improvement Award is to achieve significant visual improvements in commercial facade appearance. The determination of eligibility and priority for an award is at the discretion of the Village Board.

Work which qualifies for an award includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$2,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving Village Board approval for the award. Qualifying exterior improvements include but are not limited to:

### Eligible Improvements

- Significant Facade enhancements
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors

- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior enhancements to property consistent with the architectural integrity of the building and the Village's Appearance Review Guidelines

### **Ineligible Improvements**

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Retail Façade Improvement Award is not a reimbursement or direct payment for the costs of façade improvements. Rather, the award is designed to encourage business to make their own investment into façade improvements. Awards are only valid if the façade improvement presented is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Economic Development Coordinator.

### **Design Evaluation**

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

### **Application Requirements**

Required Submittals with Application:

- Current digital photos of all building facades visible from the public right of way which will receive improvements;
- A schematic drawing with enough detail to depict the proposed improvements;

- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements). All contractors must be registered with the Village's Planning and Development Department prior to a building permit being issued;
- Consent from the building owner for proposed improvements, by signature on the attached form;
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification;
- A narrative as outlined below:
  - Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
  - Description of your business and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or Village.
  - Credentials and experience of business owner.
  - Any unusual or expected difficulties or hardships in making the proposed improvements.



## **Application and Approval Process**

Submission and approval of a complete award application is required ***prior*** to the completion of any eligible improvements. The review process will normally take approximately 4 weeks. ***The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements.*** The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application including all required submittals to the Economic Development Coordinator for funding assistance.
- The Economic Development Coordinator will make a recommendation for approval, partial approval or denial to the Village Board. Village staff will make every effort to review applications within 2 weeks of submittal.
- Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board typically meets the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

## **Required Documentation for Award Payment**

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator and Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Award check is distributed.

### **Pay Back Provision**

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of receiving a Retail Façade Improvement Award.

<b>Out of Business</b>	<b>&lt; 1 Year</b>	<b>1-2 Years</b>	<b>2-3 Years</b>
<b>% of Award Repaid to the Village</b>	<b>75%</b>	<b>50%</b>	<b>25%</b>

The applicant agrees to this provision when she/he signs the Award Request Certification and the Application Certification.

**VILLAGE OF GLEN ELLYN**  
**Retail Façade Improvement Award**

**REQUIRED SUBMITTALS WITH APPLICATION:**

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative as outlined below:
  - Description of proposed facade work including information about the proposed building materials and methodology for proposed changes.
  - Description of your business and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or Village.
  - Credentials and experience of business owner.
  - Any unusual or expected difficulties or hardships in making the proposed improvements.

**BUSINESS OWNER INFORMATION:**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If tenant, what is the expiration date of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is the property owner? \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Fax: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENTS**

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**ITEMIZED ACTIVITY DESCRIPTION**

**COST**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL PROJECT COST:**

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**AMOUNT OF AWARD REQUESTED:**

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## APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Retail Façade Improvement Award. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

## CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

\_\_\_\_\_  
Property Owner Name (PRINT)

\_\_\_\_\_  
Property Owner Signature

Date: \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Application is: \_\_\_\_\_Approved \_\_\_\_\_Denied

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Economic Development Coordinator

\_\_\_\_\_  
Date

**VILLAGE OF GLEN ELLYN**  
**Retail Façade Improvement Award**  
**Award Request Certification**

**SUBMITTAL FOR AWARD**

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant’s Affidavit for Award (attached)

**CERTIFICATION**

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I will display the Village of Glen Ellyn Retail Façade Improvement Award in public at my business/property for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT FOR AWARD**

STATE OF ILLINOIS       )  
  ) SS  
COUNTY OF DUPAGE     )

TO:   The Village of Glen Ellyn

The undersigned, \_\_\_\_\_ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at \_\_\_\_\_ (the "Premises") and has applied for a Retail Façade Improvement Award from the Village of Glen Ellyn, in the amount of \$ \_\_\_\_\_, for façade improvements to the following commercial structure: \_\_\_\_\_(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$\_\_\_\_\_ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public



**CONTRACTOR’S AFFIDAVIT FOR WORK COMPLETED**

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DUPAGE        )

TO:   The Village of Glen Ellyn

The undersigned, \_\_\_\_\_ (Name), being duly sworn, deposes and says that he or she is the Owner/Employee (strike one) of \_\_\_\_\_ Construction Company (the “Contractor”) and has completed work for \_\_\_\_\_, (the “Applicant) recipient of the Village of Glen Ellyn Retail Façade Improvement Award Program.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment by the Contractor for the Applicant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)

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**Ordinance No: 4435**

**File Number: 2008-0325**

AN ORDINANCE CREATING A COMMERCIAL FAÇADE IMPROVEMENT PROGRAM IN THE  
VILLAGE OF ORLAND PARK

## VILLAGE OF ORLAND PARK

STATE OF ILLINOIS, COUNTIES OF COOK AND WILL

Published in pamphlet form this 2nd day of December, 2008 by authority of the President and  
Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

## **VILLAGE OF ORLAND PARK**

### **Ordinance No: 4435**

#### **AN ORDINANCE CREATING A COMMERCIAL FAÇADE IMPROVEMENT PROGRAM IN THE VILLAGE OF ORLAND PARK**

WHEREAS, the Village of Orland Park desires to provide financial assistance to encourage property owners and tenants of commercial properties to restore or improve the appearance of their buildings as well as to help property owners and tenants of Orland Park Landmarks and contributing structures restore, preserve, rehabilitate and maintain the Village's historic properties and resources.

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, an Illinois home rule municipality, as follows:

#### **SECTION 1**

There is hereby created a Commercial Façade Improvement Program for the Village of Orland Park to be administered according to procedures established by the Development Services Department of the Village. The program shall provide that successful applicants may be reimbursed for 50 percent of the cost of eligible façade improvements, up to a maximum of \$20,000.00 per project.

#### **SECTION 2**

Applicants shall complete all requirements established by the Development Services Department for review through appropriate development review processes. The Development Services Department shall submit completed applications to the Village Board with its recommendations regarding eligible improvements and funding. The Village Board shall make the final decision approving or disapproving an application.

#### **SECTION 3**

An applicant whose grant is approved shall enter into an agreement with the Village setting out the details of the grant award.

#### **SECTION 4**

This Commercial Façade Improvement Program supersedes any other facade improvement program that may have been previously established by the Village, except that any Agreements that may have been executed pursuant to any previously established program shall remain in full force and effect according to their terms.

# VILLAGE OF ORLAND PARK

**Ordinance No: 4435**

## SECTION 5

This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

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PASSED this 1st day of December, 2008

/s/ David P. Maher

**David P. Maher, Village Clerk**

**Aye:** 7 Trustee Murphy, Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler,  
Trustee Gira, and Village President McLaughlin

**Nay:** 0

DEPOSITED in my office this 1st day of December, 2008

/s/ David P. Maher

**David P. Maher, Village Clerk**

APPROVED this 1st day of December, 2008

/s/ Daniel J. McLaughlin

**Daniel J. McLaughlin, Village President**

PUBLISHED this 2nd day of December, 2008

/s/ David P. Maher

**David P. Maher, Village Clerk**

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**THE VILLAGE OF HOMER GLEN  
WILL COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER 12-034**

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**AN ORDINANCE ESTABLISHING A VILLAGE OF  
HOMER GLEN BUSINESS INCENTIVE  
FAÇADE IMPROVEMENT  
LOAN PROGRAM**

**JAMES P. DALEY, Village President  
Gale Skrobuton, Village Clerk**

**MICHAEL COSTA  
MARCIA DEVIVO  
TEDD KAGIANAS  
MARY NIEMIEC  
MARGARET SABO  
GEORGE YUKICH**

**Trustees**

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**AN ORDINANCE ESTABLISHING A VILLAGE OF HOMER  
GLEN BUSINESS INCENTIVE FAÇADE IMPROVEMENT  
LOAN PROGRAM**

**WHEREAS**, the Village of Homer Glen, Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to it’s government and affairs (The “Home Rule Powers”); and,

**WHEREAS**, the President and Board of Trustees (the “Corporate Authorities”) have the authority to adopt ordinances and establish economic development programs that enhance and protect the public health, safety and welfare of the citizens of the Village; and

**WHEREAS**, the Corporate Authorities have reviewed this ordinance that establishes a Village of Homer Glen Business Incentive Façade Improvement Loan Program; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interest of the health, safety and welfare of the residents of the Village to adopt an Ordinance establishing a Village of Homer Glen Business Incentive Façade Improvement Loan Program; and

**NOW, THEREFORE, BE IT ORDAINED BY THE  
PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE  
VILLAGE OF HOMER GLEN, WILL COUNTY, ILLINOIS, BY  
AND THROUGH ITS HOME RULE POWERS, THAT:**

Section 1: Recitals

The foregoing recitals are hereby incorporated into this Ordinance as if fully set forth herein.

## Section 2: Operation of a Village of Homer Glen Business Incentive Façade Improvement Loan Program

The Corporate Authorities of the Village of Homer Glen find and determine that it is in the best interests of the Village of Homer Glen to establish and facilitate a Village of Homer Glen Façade Improvement Loan Program.

## Section 3: Adoption of Village of Homer Glen Business Incentive Façade Improvement Loan Program

That the Corporate Authorities of the Village of Homer Glen adopt, in its entirety, the Business Incentive Façade Improvement Loan Program, a true and correct copy of which is attached hereto and incorporated herein as reference as Exhibit “A” the same as if it was fully set forth herein verbatim.

The Corporate Authorities of the Village of Homer Glen shall fund the Village of Homer Glen Business Incentive Façade Improvement Loan Program through the establishment of a Village of Homer Glen Business Incentive Revolving Loan Fund, established and facilitated by the Village with an initial fund balance of \$100,000.00.

The Corporate Authorities of the Village of Homer Glen shall review and consider for approval all Village of Homer Glen Business Incentive Façade Improvement Loan Program recommended requests. Loan program participants shall be required to complete, to the Village’s satisfaction, a project agreement, drafted by the Village Attorney, that sets forth the obligations of both the Village and the loan program participant.

## Section 4: Severability

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.



Section 5: Effective Date

This Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

Adopted this 26<sup>th</sup> day of June, 2012 pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Costa	X			
DeVivo	X			
Kagianas	X			
Niemiec	X			
Sabo	X			
Yukich	X			
Daley (Village President)	-			
TOTAL	6	0	0	-

**APPROVED** by the Village President on June 26, 2012.

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James P. Daley  
Village President

ATTEST:

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Gale Skrobuton  
Village Clerk