



# COOK COUNTY TAX INCENTIVE

## VILLAGE OF LANSING APPLICATION

When submitting a request to the Village of Lansing for a Cook County tax incentive Resolution of support, please submit one reproducible copy of all information requested below. Documents should be submitted to the Economic Development Department, 3141 Ridge Road, Lansing, IL 60438. If you have any questions, you may contact Travis Bandstra at (708) 895-7174 or [tbandstra@villageoflansing.org](mailto:tbandstra@villageoflansing.org).

### **GENERAL INSTRUCTIONS AND REQUIREMENTS**

- Prior to completing an application, applicants are strongly encouraged to contact the Village's Economic Development Coordinator to discuss the property and project for which they are requesting the tax incentive. Interviews with applicants and site visits may be required.
- Applications must be completed in their entirety. If any questions are left unanswered or required documents not submitted, an explanation for the omission must be included.
- Only typed applications will be accepted and reviewed. The fillable application is available on the Village of Lansing website: [www.villageoflansing.org](http://www.villageoflansing.org).
- Only complete applications will be considered. (1 hard copy using your choice of binding & 1 electronic copy)
- The proposal must satisfy all applicable Cook County criteria for the approval of a property tax incentive.
- The proposal must be consistent with the Comprehensive Plan for Economic Development.
- The applicant shall agree to develop, operate and maintain the subject property in compliance with all codes and ordinances of the Village of Lansing.
- The Village's support of a particular tax incentive classification request shall be tied to a specific business(es) that will occupy the subject property and benefit from the tax incentive property classification.

### **REQUIRED APPLICATION MATERIALS**

Please submit a copy of the completed Cook County Assessor's Office *Eligibility Application* for the requested tax incentive classification, and all applicable attachments, along with a complete Village of Lansing Application, **plus** the following information:

1. If an existing business, provide information regarding the current operations such as location(s), size of current facility and number of employees. Also explain why the business is relocating or expanding to Lansing.
2. Describe the potential for future growth of the business and give evidence of the commitment to remain in Lansing for the term of the benefit.
3. Explain how much the proposed construction of building additions or other significant improvements to the site will increase the assessed value of the property.
4. Provide details regarding the amount of investment the applicant/business proposes to devote to the property.
5. Will the project require the Village to invest in public infrastructure improvements? If so, what percentage of the costs of those improvements will the business/developer contribute?
6. Will the project generate new local sales tax? If so, how much would be projected each year over the next 5 years?
7. Is the business a start-up company or an expansion of an existing Lansing operation?
8. Do any Lansing businesses provide services or supplies to the business that will be locating on the subject property? If so, please list the businesses and describe the services/supplies they would provide.
9. Does the business that will be locating on the subject property provide services or supplies to Lansing businesses? If so, please list the businesses and describe the services/supplies that would be provided to them.
10. Submit copies of the property tax bill for the subject property for the past three years.
11. Submit a tax impact table showing the projected property taxes that would be paid if the incentive is granted over the life of the incentive, and the property taxes that would be paid if the property is reused without the tax reduction.
12. Provide the projected number of employees that will be located at the Lansing facility, as well as how many new job openings (full & part-time) will be created, average wage, projected total annual payroll and types of benefits offered to employees.
13. Please describe any environmental impacts the business may have on the property, including but not limited to: recycling programs, energy conservation, waste disposal and renewable energy resources.
14. Describe the business' history of contributing to its community through volunteer work, financial contributions or other means. If a new start-up business, please demonstrate the business' commitment to becoming involved in the community.
15. Submit a narrative documenting the need for the incentive and why the project is not economically feasible without the incentive. (Copies of the last 3 years of audited financials may be required)

**VILLAGE OF LANSING  
REQUEST FOR SUPPORT OF COOK COUNTY TAX INCENTIVES**

<b>Applicant</b>			
Name of Business:		Telephone:	
Address:			
City, State:		Zip Code:	
<b>Agent/Representative (if any)</b>			
Name:		Telephone:	
Address:			
City, State:		Zip Code:	
Email Address:			
<b>Description of Subject Property</b>			
Street Address:			
Property Index Number(s):			
<b>Incentive Type</b>			
Select One: <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial			
Select Incentive Type:	<input type="checkbox"/> 6b <input type="checkbox"/> New <input type="checkbox"/> Renewal	<input type="checkbox"/> 8 <input type="checkbox"/> New <input type="checkbox"/> Renewal	<input type="checkbox"/> 8a
<b>Required Attachments to Application</b>			
1) Copy of completed Cook County Application			
2) Copy of legal description, dimensions/square footage of property and building (plat of survey)			
3) Aerial image of entire property			
4) Type-written responses to questions 1-15 under <i>Required Application Materials</i>			
5) Application fee of \$1000 payable to the <i>Village of Lansing</i> .			
<b>Statement of Understanding</b>			
Upon receipt of your request, the Village of Lansing will make a determination to either endorse or deny your tax incentive request. If for any reason your tax incentive request is denied by the Village, 50% of your application fee will be refunded, and the other 50% will be retained to cover administrative expenses.			
If a Resolution is adopted, the Village of Lansing does not file the Resolution or application with Cook County. <b>SUBMISSION OF THE APPLICATION AND RESOLUTION TO COOK COUNTY IS THE APPLICANT'S RESPONSIBILITY</b>			
Applicant's Signature:		Date:	
<b>To be Completed by Village Staff</b>			
<input type="checkbox"/> Completed Application		<input type="checkbox"/> Required Attachments	
		<input type="checkbox"/> Application Fee (\$1000) <input type="checkbox"/> Renewal Fee (\$750)	
Received by:		Date:	
Application must be reviewed and initialed by each dept. listed. If necessary, attach comments separately.			
___ Planning Dept    ___ Bldg Dept    ___ Code Enforcement    ___ Police Dept    ___ Fire Dept			
___ Fire Inspection    ___ Public Works    ___ Village Attorney    ___ Village Administrator			