



## **Village of Lansing**

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# **Ridge Road Façade Improvement Grant Program 2012/2013 Application Packet**

**Planning and Development Department  
3141 Ridge Road, Lansing, IL 60438  
Telephone 708.895.7174— FAX 708.825.4585**



## Ridge Road Façade Improvement Grant Program

### I. INTRODUCTION

The Village of Lansing recognizes the positive impact that individual facade improvements and other investments can have on the overall appearance, quality and vitality of the Village's commercial districts. The Ridge Road Façade Improvement Grant Program (Façade Program) was created to facilitate the private sector in making these desired exterior improvements. The Façade Program seeks to increase the physical attractiveness and marketability of Lansing's downtown business district along Ridge Road through financial rebates for commercial renovation and beautification projects. Greater incentive is available if local contractors are utilized.

To be eligible for consideration, the property must comply with the following:

- The building must be located within the Ridge Road TIF District (see Downtown TIF District boundary map); and
- The majority of the building's first floor must be dedicated to non-residential uses.

Applying for the program does not guarantee approval.

### II. ASSISTANCE

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to a maximum of 50 percent of the actual improvement costs, following this rebate project compensation schedule:

#### ***Eligible Project Costs***

**Up to \$100,000**

#### ***Maximum Rebate Amount (%)***

**40% + 10%\***

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than the total eligible match; the rebate schedule above lists a maximum award amount. Financial assistance is available to business owners or property owners, for no more than \$50,000 every 3 years, per building.

A greater rebate is available when utilizing Lansing contractors. Companies using Lansing contractors will receive an additional 10% reimbursement. A list of all eligible licensed, bonded and insured contractors is available at <http://www.villageoflansing.org/departments/planning-a-development.html>.

A. Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the Ridge Road TIF District are eligible for the grant. Eligible applicants include the owner of an existing building or the owner of a commercial business within the Downtown TIF District. All applications must be signed by the property owner to indicate consent for the proposed improvements.

B. The exterior of the property must meet all Village of Lansing Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies. Failure to apply and receive all appropriate permits will result in no rebate.

C. When applicable, the contractor must be licensed and bonded by the Village of Lansing with all relevant permits applying.

D. All grant recipients are required to publicly display the Village of Lansing Grant Award Certificate in a conspicuous location in the building for a period of one year from the date grant funds are dispersed.

#### **IV. ELIGIBLE IMPROVEMENTS**

A. Work which qualifies for reimbursement includes demonstrable improvements to the exterior of a building which are visibly apparent from the public right-of-way. Some buildings may have multiple eligible facades (dual sides, rear entranceways, etc.).

B. The primary facade of a building is the entire linear exposed exterior surface that fronts a publicly dedicated street right of way and extends from exterior grade to the roofline. (This is the face of the building used for its primary mailing address). Any other facade of the structure exposed to public view may also be authorized for inclusion in the Façade Improvement Program, upon review by the Village of Lansing, and are considered secondary facades.

C. Applicants must plan to install at least \$1,000 of material improvements (excluding installation) to qualify. Work must be completed before reimbursement application is made.

D. Expenses relating to the following types of improvements may be eligible:

#### ***Potential Eligible Improvements***

- Significant Facade repair or improvements
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors
- Awnings
- Signage
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Replacement of private sidewalks, hardscaping, outside patios
- Architectural design fees or other plan preparation costs
- Landscaping
- Other permanent exterior improvements may be considered

### ***Ineligible Improvements***

- Working capital
  - Property acquisition
  - Equipment or inventory acquisition
  - Refinancing of existing debt or private funding
  - Interior remodeling
  - Sprinkler systems
  - Routine property maintenance
  - Resurfacing of parking lots
  - Building permits and related costs
- Construction costs do not include: permit fees, building fees, construction review fees, etc.
  - The Village of Lansing is not obligated to reimburse any finished project after one year from the date of project completion. Written requests for time extensions can be considered by the Planning and Development Director.

### **IV. APPLICATION REQUIREMENTS**

Required Submittals with Application:

1. Current digital photos of all building facades visible from the public right of way which will receive improvements;
2. A schematic drawing with enough detail to depict the proposed improvements;
3. Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements);
4. Consent from the building owner for proposed improvements, by signature on the attached form;
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification;
6. Projected sales tax\* and/or property tax for the three years following the completion of the improvements covered by the grant;
7. A narrative as outlined below:
  - a. Description of proposed façade work including information about the proposed building materials and methodology for proposed changes;
  - b. Description of your business and the related industry;
  - c. Features and advantages of your product and how improvements sought will improve the business and/or Village;
  - d. Credentials and experience of business owner; and
  - e. Any unusual or expected difficulties or hardships in making the proposed improvements.

\*Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Illinois of the prior calendar year shall also be provided to the Village.

**V. APPLICATION AND APPROVAL PROCESS**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately 4 weeks. The applicant must secure any required Village permits and exterior appearance approval by the Village Board prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.
3. The Planning and Development Department will make a recommendation for approval, partial approval or denial to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
4. 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday evenings of every month.
5. Proposed improvements must be completed and the business must be operational within one year of grant approval by the Village Board.

**VI. REIMBURSEMENT PROCESS**

1. Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved facades to the Planning and Development Department.
2. The 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.
3. Check is distributed within 45 days of reimbursement request (accompanied by complete documentation).

**VII. PAY BACK PROVISION**

The following pay back schedule shall apply if a business closes or moves out of Lansing within 3 years of being awarded a Village grant.

Out of	< 1 year	1-2 years	2-3 years
%of Grant Repaid to the Village	75%	50%	25%

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



## Ridge Road Façade Improvement Grant Program

Completion of this application is required in order to determine if your proposed project qualifies for reimbursement as part of the Village's Downtown TIF District Façade Improvement Grant Program. The scope, project eligibility, application process, and program terms are all outlined in the attached program summary.

Building Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Applicant Business Phone #: \_\_\_\_\_

Applicant Home Phone #: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Is the Applicant the Building Owner: [ ] Yes [ ] No\*

- Note: If the Applicant is not the Building Owner, a letter indicating the Owner's approval of the proposed building improvements must be submitted as part of this application.

Name of Business (please include the name(s) of all existing businesses within building):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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



**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Lansing Ridge Road Façade Improvement Grant Program. 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 Lansing prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Lansing 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 grant 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 Lansing within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational 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

\_\_\_\_\_  
Planning and Development Director

\_\_\_\_\_  
Date





## Ridge Road Façade Improvement Grant Program

### Reimbursement Request Certification

#### SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the Planning and Development office once approved work is complete for grant payment:

- This signed Reimbursement Request Certification
- Copies of invoices stamped "PAID" from all contractors, companies, and/or individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipt)
- Digital Photos of all building facades visible from the public right-of-way.
- A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Village of Lansing
- Applicant's Affidavit for Reimbursement (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 Lansing are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Lansing Grant Certification in public at my business/property for one year. I understand that if my business closes or moves out of the Village of Lansing within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational packet. The Village of Lansing may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

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Applicant Name (PRINT)

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Applicant Signature

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Date

APPLICANT'S AFFIDAVIT FOR REIMBURSEMENT

STATE OF ILLINOIS    )  
                                  )ss  
COUNTY OF COOK    )

TO:    The Village of Lansing

The undersigned, \_\_\_\_\_(Name) being duly sworn, deposes and says that he or she is the Owner Tenant (strike one) of the property located at \_\_\_\_\_, Lansing, Illinois (the "Premises") and has applied for a facade improvement grant from the Village of Lansing for \_\_\_\_\_(the "Work.").

The total amount of the grant approved is \$\_\_\_\_\_ toward which I, as Owner Tenant (strike one), have as of this date paid \$\_\_\_\_\_. I hereby attest that I have not received any other funds from a third party to pay for the Work which is paid for by this grant.

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 Lansing, there shall be nothing due or to become due from the Village of Lansing in connection with the disbursement of the approved grant amount from the Village of Lansing based on the documentation submitted to the Village of Lansing for the Work set forth in said proof of payment.

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

Signature: \_\_\_\_\_

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

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

# Village of Lansing Ridge Road TIF



1 inch = 400 feet

