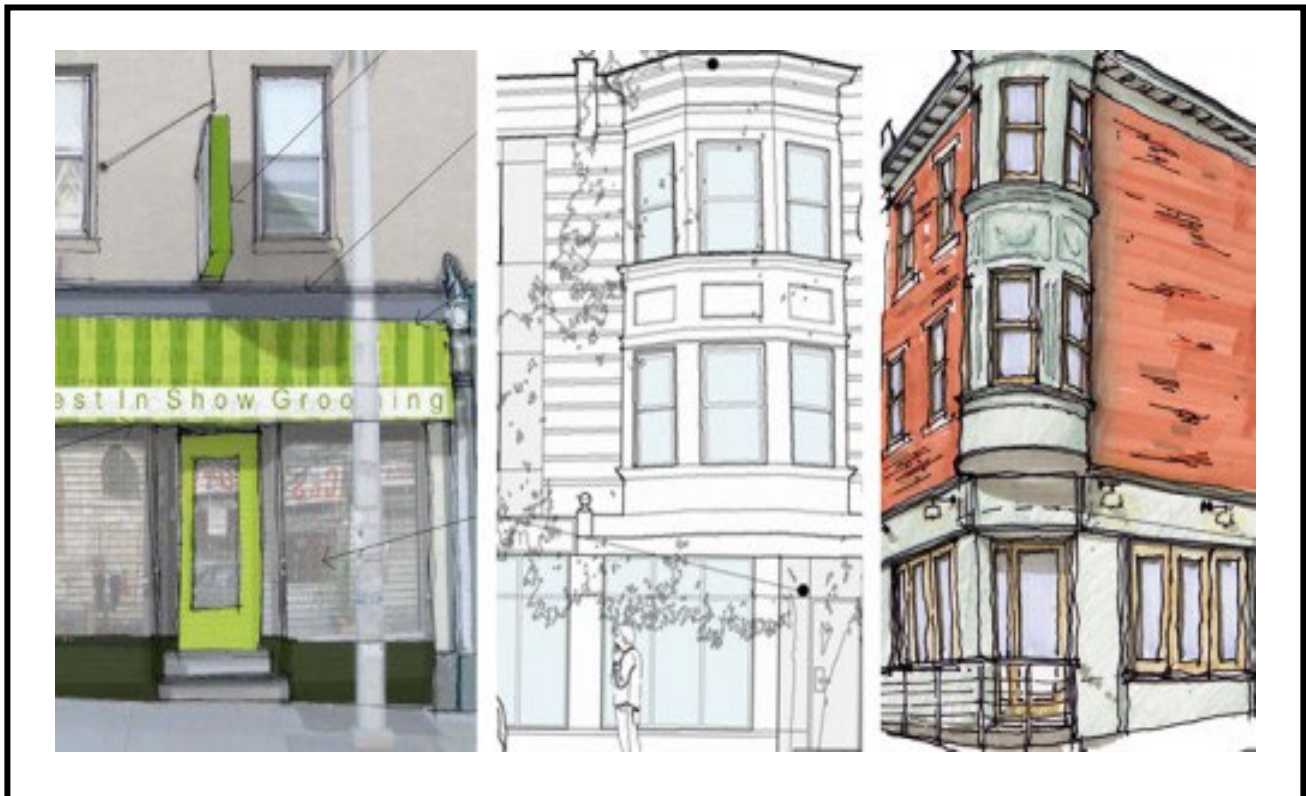




*Downtown TIF District Façade & Interior
Building Improvement Grant Program*



Scope of Program: This program is intended to assist with qualifying interior and façade renovations of existing buildings within Palatine’s Downtown TIF District. Applying for the program does not guarantee approval as all proposals are subject to review and recommendation by the Village Council. To be eligible for consideration, a project must comply with the following:

- The building must be located within the Village’s Downtown Palatine TIF District;
- The majority of the building’s first floor must be dedicated to a non-residential use(s); and
- Original construction of the building must have been completed prior to January 1, 2000.

Project Eligibility: The intent of the program is to encourage façade and interior building improvements while preserving the character of downtown Palatine. Applicants are limited to either the owner of an existing building or business within the Downtown TIF District. Any application submitted solely by a tenant must include consent from the building’s owner. Expenses relating to the following types of improvements and services **would be eligible:**

Exterior/Façade Improvements:

- ✓ Façade renovations/improvements;
- ✓ Tuck-pointing, masonry repair, and cornice repair/replacement;
- ✓ New exterior awnings, windows, doors, attached lighting and signage (if signage is an integral part of the building façade); and
- ✓ Rebuilding front walls and foundations.

Interior Improvements:

- ✓ ADA accessibility improvements;
- ✓ Significant energy conservation enhancements consistent with LEED standards;
- ✓ Electrical service upgrades;
- ✓ Water service upgrades;
- ✓ Required fire alarm and/or fire suppression system improvements; and
- ✓ Other extraordinary expenses related to improvements required by the Village’s applicable building codes and regulations.

The following types of expenses **would be ineligible** for the program:

- ✓ Routine property maintenance;
- ✓ Non-building improvements (landscaping, paving, etc.);
- ✓ Professional design and permit costs; and
- ✓ Proposed improvements in which the Council determines are not in keeping with the Village’s Downtown Design Guidelines, the existing building’s character, or the surrounding area.

Application Process: Anyone interested in participating in the program must submit a completed application (including all information requested as part of the application). Following receipt and review of the application, Village Staff will conduct a follow up meeting with the applicant to review the proposed project and related issues. Once these steps are completed, and Staff determines the project (or portions of the project) meet the program’s eligibility requirements, Staff will forward the request to the Village Council for their review and consideration at a regular Village Council meeting.

Program Terms: Participation in this program shall be subject to the following Program Terms:

- a) The amount of TIF funding available for improvements to a specific building shall be limited to:
 - **Façade Improvements:** \$1,000 per linear foot of the building's frontage on a public street (with a maximum grant amount of \$50,000 per building). An additional \$500 per linear foot of the building's frontage will be available for a building that is more than one-story tall (up to a maximum total façade improvement grant amount of \$75,000).
 - **Interior Building Improvements:** \$50,000
- b) Reimbursement shall be limited to the following: 1) A maximum of 50% of the total eligible and verified expenses for a building in which the majority of the first floor will be occupied by a sales tax generating use (except the reimbursement shall be limited to 25% for the costs associated with signage, awnings, or exterior lighting); or 2) A maximum of 25% of the total eligible and verified expenses for a building in which the majority of the first floor will be occupied by a non-sales tax generating use. Reimbursement shall also be limited to those costs associated with the scope of work outlined in the application and related materials.
- c) The improvements must be completed within twelve months from the date of the Village's TIF funding approval.
- d) Payments shall be issued in the form of reimbursements for eligible remodeling expenses, as determined by the TIF Act. Proof of payment for expenses in the form of paid receipts will be required prior to reimbursement.
- e) No TIF funds shall be awarded to any property which is currently in violation of any applicable ordinances of the Village or which is delinquent in any payments to the Village.
- f) TIF funds shall not be used to renovate the same property more than once. This restriction shall not apply to funding previously received from the Village for façade or interior improvements that were approved by the Village Council more than 10 years before the date of application.
- g) The program's funding shall be established through the Village's downtown TIF Fund and the annual budget process.
- h) Any project that utilizes TIF funds shall comply with any and all applicable federal, state, and local laws including, but not limited to, the TIF Act and the Prevailing Wage Act. If any other form of government funding is received in addition to TIF funding for the property/project, then the Prevailing Wage Act requirements of providing monthly certified payroll records to the Village is required in order to be eligible for the Façade Improvement Program funding.
- i) Program funds may not be used for the reimbursement of costs that were incurred prior to the submittal of an application and the Council's review and recommendation of TIF funding related to the proposed project. Any work completed prior to the submittal of an application and the Council's review and recommendation is solely at the risk and cost of the party completing said work.
- j) If requested, the applicant shall be required to sign an authorization form that permits the Village to contact the applicant's bank or lending source to ensure, to the Village's satisfaction, that the proposed project has sufficient financial backing.
- k) The proposed improvements, and related uses, must comply with all applicable Village requirements and regulations (including the Building Code and Zoning Code).
- l) The Village makes no representations or warranties in regards to tax implications that may apply to those that participate in this program. Please consult with a tax expert if you have any questions.

Façade & Interior Building Improvement Grant Program

Application

Completion of this application is required in order to determine if your proposed project qualifies for consideration as part of the Village's Downtown TIF District Façade & Interior Building Improvement Grant Program. The Scope of Program, Project Eligibility, Application Process, and Program Terms are all outlined in the attached program summary.

Building Address: _____

Name of Applicant: _____

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

Note: If the Applicant is not the building owner, a letter indicating the building 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 any existing business within the building):

Applicant's Contact Information:

Address: _____

Phone Number(s): _____

E-Mail: _____

Required Submittals with Application: Please see the attached submittal requirements.

Estimated Cost of Eligible Improvements (attach detailed cost estimates): _____

Applicant Signature*: _____ **Date:** _____

* **Note:** By signing this application you are certifying that all information provided is true and accurate to the best of your knowledge, you are agreeing to comply with all of the Program Terms, and you are acknowledging that any approved improvements must receive any required permits and approvals from the Village prior to the commencement of construction.

Submittal Requirements: The following information must be submitted in conjunction with your Façade & Interior Building Improvement Grant Program Application:

- If the applicant is not the building owner, a fully executed lease shall be submitted (if a lease has not yet been signed, the disbursement of any approved funding and corresponding reimbursement payments will be contingent upon the Village receiving a fully executed lease).
- If the applicant is not the building owner, a letter from the building owner consenting to the proposed improvements shall be provided.
- Plans illustrating the proposed improvements.
- For proposed interior improvements, please provide photos depicting where the proposed interior improvements would take place.
- A narrative that includes the following:
 - Description of your business;
 - Outline of how the proposed improvements will improve your business and/or benefit the Village; and
 - Describe or demonstrate how the proposed improvements would not take place “but for” the requested grant.
- Any additional information as requested by the Village.