



Façade Improvement Grant Program

PROGRAM SUMMARY:

The Village of Tinley Park established a Façade Improvement Grant Program to assist owners of existing buildings, or businesses within them in upgrading their building facades. The goal of the Façade Grant is to improve the appearance of existing buildings.

The Façade Improvement Grant Program provides a matching grant of 50% or a maximum of \$35,000 per tax paying business. One site can use up to \$70,000 in matching grants every 3 years. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village's Legacy Code. A written agreement (Façade Improvement Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required. The grant application is reviewed by the Economic Commercial Commission prior to Village Board approval. This program is not eligible for non-property tax paying entities. Work must not commence until grant approval is received. Should work commence prior to grant approval, the application will be null and void.

The Village will determine the appropriate level of funding available for the Façade Improvement Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

ELIGIBILITY:

The grant is eligible for applicants located along a public street within the Legacy District. 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 Tinley Park and are considered secondary facades.

Construction of an addition that increases square footage of building and improves the buildings relationship to the front lot line will be considered, including the improvement of patio areas and outdoor dining may be considered. A grant may not be awarded to any business, individual or property which is currently in violation of Village codes or ordinances or is overdue in any payments to the Village.

ELIGIBLE EXPENSES:

Repair or replacement of damaged structural and decorative elements or additional new construction of structural and decorative elements include but are not limited to:

- Siding
- Exterior lighting
- Windows and doors
- Canopies and awnings
- Outdoor dining and open public space
- Various facade treatments (i.e. cornices, latticework, shutters etc.)

INELIGIBLE EXPENSES:

- Sandblasting
- Routine Maintenance
- Architectural design costs
- Permit fees, building fees
- Construction review fees
- Cleaning/replacing masonry
- Tuckpointing
- Painting

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PROCESS:

The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has reviewed a completed application:

1. Pre-Application Meeting

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

2. Submittal of Complete Application

3. Staff Review

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:

- Applications will be reviewed on a first come, first served basis. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase and addressing all non-conforming zoning and building issues.
- Property owner/tenant verifies that there is no outstanding debt due to the Village.

4. Commission/Committee Review

Grant applicant or an appointed representative will be required to attend the ECC meeting at which grant application is being reviewed. Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

5. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Façade Improvement Grant Program Agreement.

6. Reimbursement

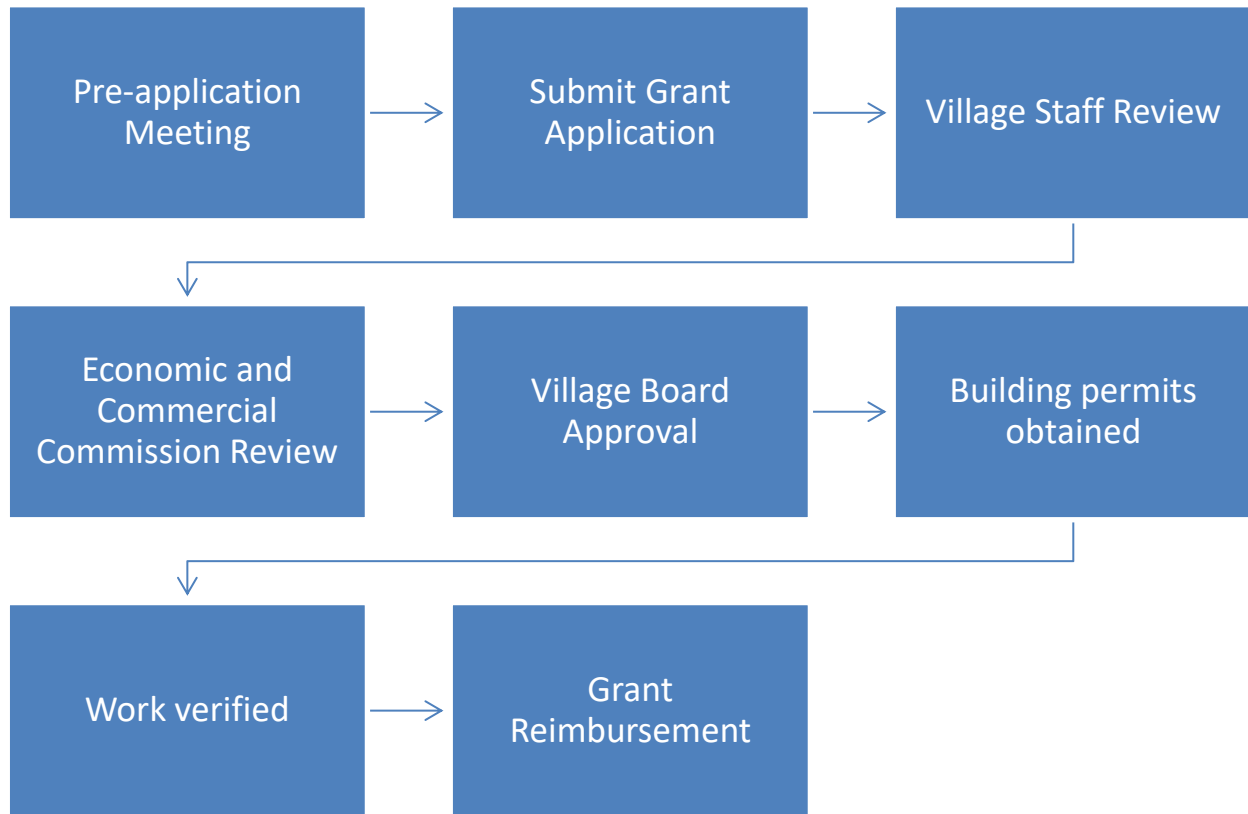
The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.

Grant approvals will be null and void if project is not completed within twelve months of grant approval.

A project timeline will be instituted as follows:

- a. Must submit a full set of plans within **three months** of grant approval;
- b. Must obtain building permit within **six months** of grant approval;
- c. Must complete project within **twelve months** of grant approval;
- d. Extension requests will require board approval.

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For more information, please contact:

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Application Form

A. Applicant Information

If Applicant is not the owner of the subject property, the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application.

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

B. Property Information

Property Owner(s): _____
Mailing Address: _____
City, State Zip: _____
Property Address: _____
Permanent Index No. (PIN): _____
Existing land use: _____

C. Application Information

Description of proposed project:

What is the total dollar amount being requested?

Please outline what the grant funds will be used for along with a breakdown of those costs. If additional space is required, please provide a separate attachment.

Use	Amount Requested

Is the applicant aware of any Village Code deficiencies of the property or structure? Yes ☐ No ☐

If yes, explain:



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The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

Signature of Applicant

Date

By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Façade Improvement Grant Program.

Signature of Owner

Date

Application Requirements

A complete application for approval consists of the following items submitted in a comprehensive package:

Checklist for Façade Improvement Grant

- ☐ Completed and signed grant application
- ☐ A project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested
- ☐ Color rendering of proposed site improvement
- ☐ Samples of all exterior building materials including, but not limited to, bricks, light fixtures, windows and moldings, shutters, awning, etc.
- ☐ Two different contractor quotes for each item funded by grant (specific item must be broken out from the rest of the quote if multiple items quoted)
- ☐ A recent Plat of Survey of the subject property may be requested

An application will not be accepted or processed until all of the items above have been submitted. If applications exceed the Village's funding budget, an application will not be considered complete until all items have been submitted.