



2018

**Façade Improvement
Program Grant**

Community Development Department
27 Riverside Road
Riverside, IL 60546
Ph: 708.447.1241
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Program Purpose and Overview

The Village of Riverside Façade Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursement grants are provided to owners or tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the downtown.

The Village has budgeted \$15,000 for this grant program for fiscal year 2018. Applicants seeking funding for exterior improvements to the property facade are eligible for a rebate of up to 50% of the total project cost with a maximum grant amount of \$5,000. (There will be a \$10,000 lifetime maximum per business.)

Eligibility

Applicants:

- Commercial use and located within the B2 Central Business District
- Applicant must **not** be in default to the Village regarding payments for water/sewer charges, special taxes, assessments, parking or other citations or judgements or any other taxes or fees due or unpaid by the applicant to the Village.
- Applicant must not be in violation of the Village's building code, including property maintenance code.
- Property/Unit must not be in violation of the sign or zoning ordinances, unless the proposed eligible project will bring the property or unit into compliance with the zoning and/or sign regulations.
- A tenant of a unit within above-described property without any violations, or whose project will bring the unit into compliance with the zoning ordinance, sign ordinance or building code, may be eligible to participate if making eligible improvements related to signage, awnings, canopies or other improvements that will be owned and paid for by the tenant. The Village may require proof of such ownership and payment.
- Applicant must be investing a minimum of \$500 into the proposed project.

Façade Projects (The façade is defined as the portion of the building that faces the public right-of-way or railroad right-of-way).

- Signage
- Exterior Lighting
- Window and/or door replacement or restoration
- Masonry restoration or repair
- Trim work restoration or repair
- Restoration of missing or altered features (such as restoring original bricked over openings, storefront details)
- Installation/restoration of upper story historically appropriate architectural features (such as cornices and windows)
- Installation of awnings or canopies
- Accessibility improvements (exterior)
- Painting, in conjunction with restoration/other rehabilitation
- And other improvements contributing to the visual enhancement or accessibility of a property as it relates to the public right-of-way.

Ineligible projects include interior improvements, parking lots, roof replacements, etc.

Evaluation Criteria

Staff and the Economic Development Commission will evaluate Applications on the following criteria:

- Total project budget;
- Location within the B-2 Central Business District (projects located in near proximity to each other will be prioritized for maximum impact).
- Aesthetic impact (location of improvement, magnitude of improvement)
- Consistency with the CMAP Central Business District Plan recommendations
- Impact of proposed work on the preservation of the structure
- Demonstrated financial capability of applicant
- Equity (has the applicant previously received façade funding)
- Funding availability/feasibility
- Addresses or corrects existing legal nonconformities (i.e. existing nonconforming signs).

Application and Approval Process

- If you are interested in the program, the Village recommends scheduling a pre-application meeting with the Community Development Director to discuss the program and ask questions.
- Fill out the attached application and submit along with the required documentation outlined in the application form.
- Obtain Planning and Zoning Commission or Preservation Commission approvals if required.
- If the application is approved by the Economic Development Commission and Village Manager, a Façade Improvement Agreement will need to be entered into.
- Permits for the work must be obtained.

Rebate Process

- Projects must be completed within 6 months of the execution of the façade agreement. Funds will not be released until the project is completed and final inspections have passed.
- Applicant must submit a letter indicating the completion of the project, the total cost expenditures for the project and requesting the Rebate.
- Applicant must submit all contractor invoices detailing the specific tasks completed in accordance with the approved project.
- Applicant must submit proof of payment for all invoices for all expenditures associated with the project.
- Applicant must provide two (2) color photographs taken of the project after completion.
- Notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the façade improvement related work.
- Final lien waivers from all contractors and subcontractors.
- W-9 form for purposes of reimbursement.

The property owner and tenant will be responsible for maintaining the façade improvements without alterations for a period of five (5) years unless otherwise approved by the Village Manager or the Village of Riverside.

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Date: ___/___/___



FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION

Village of Riverside | 27 Riverside Rd. Riverside, IL 60546 | P: 708 - 447-2700 | F: 708 - 447 - 2704

I/We, the undersigned, hereby make application under and by virtue of the Ordinances of the Village of Riverside for façade improvement grant.

BUSINESS OWNER INFORMATION

Business owner name:	Business name:
Home address:	Business address:
Home phone:	Business phone:
Email/fax:	Email/fax:

PROPERTY OWNER INFORMATION (if different from above)

Property owner name:	Current lease expiration:
Home address:	Email/fax:
Home phone:	

PROPOSED FAÇADE IMPROVEMENTS (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Canopy/awning | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Windows/doors replacement | <input type="checkbox"/> Exterior lighting |
| <input type="checkbox"/> Tuck-pointing/masonry repair & restoration | <input type="checkbox"/> Restoration of missing or altered architectural features |
| <input type="checkbox"/> Painting (in conjunction with restoration) | <input type="checkbox"/> Accessibility improvements (exterior) |
| <input type="checkbox"/> Other (please specify below) | |

DESCRIBE THE SCOPE & PURPOSE OF THE WORK

Preliminary cost estimate:	Village's grant amount:
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SUBMISSION REQUIREMENTS

- A) Completed application form;
- B) Copies of estimate(s) for each aspect of the proposed work;
- C) Two color photographs of the property as is;
- D) Illustration/design of proposed work to be completed;
- E) W-9 form (for purposes of reimbursement);
- F) If tenant is the applicant, a letter of support from the property owner indicating their support of the project and that they have reviewed the terms and conditions of the Program;
- G) Approvals of the Preservation or Planning and Zoning Commission, if applicable.

STATEMENT OF UNDERSTANDING

- A) I agree to comply with the guidelines and procedures of the Village of Riverside Façade Improvement Program.
- B) I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor’s final waivers of lien upon completion for the approved improvements.
- C) I understand that work completed *before* a Façade Improvement Agreement is approved by the Village Board is not eligible for a grant.
- D) I understand that the Façade Improvement reimbursement grants are subject to taxation and that the Village is not required to report the amount and recipient of said grants to the Internal Revenue Service.

Signature of applicant: _____ Printed name: _____ Date: _____

CONSENT FROM PROPERTY OWNER (required if applicant is other than the owner)

Signature of owner: _____ Printed name: _____ Date: _____

FOR OFFICE USE

Received: _____

Reviewed: _____

Inspection: _____

Issued: _____