



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

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FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES

Purpose: To support rehabilitation and preservation of commercial property; encourage new business; and retain, revitalize, and expand existing business in Westchester.

Approval: Based on the merit and design of project upon review by Economic Development Committee (EDC) and Village Board. The Village reserves the right to prioritize applications on the basis of scope of work, level of private investment, and relative impact of the proposed improvements on the business district.

Assistance: Property owners who propose to install at least \$5,000 of total improvements, are eligible to receive a grant equal to 50% of eligible costs, up to a maximum grant of \$7,500. The maximum amount of the grant will be computed on the basis of two hundred fifty dollars (\$250) per linear foot of building frontage.

Eligible Locations: Commercial properties located:

- Roosevelt Road
- Cermak Road between Mannheim Rd & Sunnyside Ave
- Mannheim Road

Eligible Improvements:

- Brick cleaning
- Tuck pointing
- Painting
- Awnings
- Window display area remodeling
- Exterior lighting
- Replacement of windows or doors
- Landscaping adjacent to building
- Restoration of original architectural features
- Sign replacement or repair
- Other improvements which are visible from the street and have a positive impact on the appearance of the building.

Ineligible Improvements:

- Improvements determined to be regular maintenance required for compliance with local codes after notification or citation for noncompliance, or work determined to result in *de minimus* positive impact on the building may be deemed ineligible at the discretion of the President and Board of Trustees.
- Demolition and related expenses
- Substantial reconstruction, expansion, or major structural repairs
- Interior remodeling (except window display access)
- Purchase of furnishings, equipment, or other personal property, which does not become a part of the real estate
- Improvements completed or in progress prior to notification of approval.
- Improvements performed by contractors not possessing a current Village license
- Improvements made without having obtained a building permit
- Architectural/design
- Permit fees

Required Documents

(Only completed applications with all necessary attachments will be considered for grants.)

Please note ineligible items before continuing.

TO APPLY:

- Signed copies of:
 - 1) *Application*
 - 2) *Program Guidelines*
 - 3) *Performance Agreement*
- Proposed project designs, façade drawings, elevation/projection, catalog cuts
- Narrative description and projected budget for scope of work to be performed (bids)
- Photos of building exterior/façade
- Business description (including product/service)
- Evidence of title or control of property;
- \$1,000.00 Application Deposit

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For more information, please contact:

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Eligibility Criteria and Conditions

- 1) Owners of commercial properties located within eligible corridors in Westchester are eligible to apply for the program.
- 2) Applicants who have previously completed a Facade Improvement Grant Program project and have received reimbursement from the Village are not eligible to reapply for the program for a period of 10 years from the date that the reimbursements were paid to the applicant.
- 3) Property owners shall be responsible for properly maintaining such façade improvement in accordance with all relevant Village Codes for a period of five (5) years without alteration.
- 4) Building owner must be in good standing with the Village of Westchester and not in arrears with any financial obligations to the Village, including, but not limited to, taxes, license fees, assessments, and/or utility bills. The project must comply with all Village of Westchester and State of Illinois codes, requirements, and inspections.

Application Process

- 1) Property owners may obtain a copy of the Westchester Facade Improvement Grant Program Guidelines and application form at the Community Development Department located in the Westchester Village Hall. The completed application and an application deposit of \$1,000.00 must be delivered to the Community Development Department. Applications will be reviewed on a case by case basis. If more applications are received than current funding levels will allow, the Village reserves the right to prioritize applications. The Village reserves the right to reject any or all applications at its sole discretion. In order to be considered, applicants must not be in arrears with any financial obligations owed to the Village of Westchester.
- 2) All application materials will be forwarded to the Director of Community Development for consultation with the applicant. The applicant must provide his own architect and a description of needed work items, and a preliminary cost estimate. Onsite inspections or personal interviews with the applicant may also be conducted by the Community Development Department.
- 3) The Village Building Commissioner will make a code inspection of the building façade and file a written report regarding any other corrections to be included in the façade improvements.
- 4) After steps 1 through 3 are completed, the applicants architect shall present the project to the Director of Community Development for approval. The Director of Community Development's recommendations shall then be forwarded to the Village Manager for consideration. If ratification is obtained, the applicants architect is authorized to commence the preparation of conceptual design drawings.
- 5) The applicant may then choose one of the following courses of action within 45 days after acceptance:
 - a. The applicant may elect to proceed with the project based on the general concept developed by their architect; or
 - b. The applicant may request a postponement of up to 90 days for further action; or
 - c. The applicant may decide to withdraw from the program at this time. If this option is chosen, the applicant's \$1,000.00 deposit will be forfeited.
- 6) The application materials and all design drawings will be referred to the Director of Community Development for review. The Director shall approve or disapprove the application after considering the following:
 - a. The compatibility of the proposed improvements with the overall architectural design goals for the area;
 - b. The relationship between the proposed improvements and the general character of the streetscape and other buildings in the area;
 - c. The overall impact of the improvements on the appearance and marketability of the building;
 - d. The relationship between the improvements and the original architecture or the historic significance of the building or area; and
 - e. Compliance with all relevant Village codes
- 7) After a complete review of the applicant's proposed improvement, the conceptual drawings will be forwarded to the Economic Development Committee for their recommendation, which will then be submitted to the Village President and Board of Trustees for action.
- 8) After the conceptual design drawings are approved by the Village Board, and if no further architectural or engineering plans are required, the applicant shall solicit bids for contractors of his or her choice. All required bids must be secured within 45 days of Village Board approval. If more than one storefront and/or tenant is to be considered for renovation, the Village's agreement and contract is to be binding with the property OWNER only. All storefronts must

be completed at the same time or the owner of the property is liable for all pertinent fees that may be outstanding at the time the contract is withdrawn.

- 9) After the applicant has received at least two bids for each of the approved work items, the applicant shall notify the Director of Community Development as to the contractor selected, the contract amount, and the anticipated date of construction. The applicant shall submit copies of all bids and proposals to the Director of Community Development. Actual construction may only begin after bids have been approved by and after execution of the Façade Improvement Grant Program Agreement, described in Paragraph 10.

After acceptance of a contractor's bid and approval of the contractor by the Director of Community Development, no changes shall be made unless approved by the Director of Community Development. If the contract is awarded to other than the low bidder, reimbursement will be made on the basis of the low bid or the actual construction costs, whichever is lower.

- 10) Upon Village approval of the contractor, a Facade Improvement Grant Program Agreement shall be executed by the Village President and the property owner, which shall provide that all improvements must be completed within 90 days of the Village's execution of such Agreement, unless otherwise authorized by the Village; and further stipulates that property owners shall be responsible for properly maintaining such façade improvements in accordance with all relevant Village Codes for a period of five (5) years without alteration. If the improvements are not completed within the 90 days, the Village reserves the right to terminate the Agreement and applicant(s) shall forfeit the application fee.

**LIKE bids require that the quoted contract amount be based on the exact same:*

- *scope of work*
- *materials*
- *sizes*
- *features*

This information MUST be stated clearly on all submitted bids.

- 11) Any building permits required for specific items must be obtained before the work begins. The applicant must advise all contractors of this requirement. Questions regarding permit requirements should be directed to the Community Development Department. All contractors must possess current licenses in the Village of Westchester. The Applicant shall be solely responsible for all fees for such licenses.
- 12) After all necessary licenses and permits have been issued, and the Facade Improvement Grant Program Agreement has been executed, work may commence. If work is commenced before all necessary licenses or permits are obtained, the Village may refuse to reimburse project costs.
- 13) Upon completion of the project, copies of all bids, contracts, invoices, and waivers of lien must be submitted to the Community Development Department. The Community Development Department will inspect the work for compliance with Village Codes and conformance to the design plans approved for the project.
- 14) If all the requirements listed above are satisfactory, a check will be issued to the applicant for 50% of the total project cost pursuant to the terms and conditions of the Facade Improvement Grant Program Agreement. In addition, the applicant's deposit will be refunded, less title and recording fees, if applicable. Payment will be issued only upon completion of all work items as originally approved. Major changes or elimination of certain items in the approved design plan must be approved by the Director of Community Development and then submitted to the Village President and Board of Trustees.

Definitions:

FAÇADE: The front or main face of a building or other exterior wall, which is visible from a public street

STOREFRONT: That portion of a building façade, which provides direct access and visibility to a separate business establishment at the street level. The term storefront shall also include all signs, awnings, and widow display areas associated with the business establishment.

I hereby acknowledge that I have read the Facade Improvement Grant Program Guidelines and agree to comply with eligibility criteria; and all application, program, Committee approval, and reimbursement requirements. I understand that failure to comply with all Village of Westchester conditions and requirements may forfeit the grant.

Applicant Sign

Name Print

Date