

West Town Special Service Area Facade Rebate Program Guidelines and Application

PROGRAM DESCRIPTION

The Façade Rebate Program is offered through West Town Special Service Area (29-2014), a special taxing district, whose overall purpose is to:

Maintain and improve the shopping, dining and nightlife within the SSA boundaries by providing a cleaner, safer and more attractive commercial environment for consumers, residents and business owners.

The Façade Rebate Program is designed to help property owners and tenants within the West Town SSA beautify the front of their buildings by providing a rebate of up to \$15,000 for each eligible project.

TARGET AREA

The Façade Rebate Program is only open to properties located within the West Town SSA boundaries:

- Chicago Ave. (Halsted to Western)
- Damen Ave. (Chicago to Huron)
- Ashland Ave. (Chicago to Division)
- Milwaukee Ave. (Erie to Augusta [both sides] and Augusta to Division [east side only])
- Ogden Ave. (Fry to the Kennedy Expressway)
- Division St. (South side only from Milwaukee to the Kennedy Expressway)

TYPE OF ASSISTANCE

Building owner, or tenant with building owner approval, who plans to make at least \$500 worth of exterior improvements, may receive a 50% financial reimbursement for the improvement, up to a maximum of \$15,000 reimbursement.

PROGRAM ELIGIBILITY

Eligible Applicants

- The building must be located within the West Town SSA boundaries.
- Building must have proof of proper zoning and city permits.
- Building must be owner occupied, or tenant must have written consent from the owner of the property.
- Preference shall be given to:
 - ~ Applicants who show a need for funding assistance in order to complete the façade improvements.
 - ~ Applicants and buildings that have not previously participated in the Façade Rebate Program.
 - ~ Buildings that will have a significant impact on the area's beautification.
 - ~ Projects that are sympathetic to the vintage character of the building.

Eligible Improvements

- Improvement must be visible from the public right-of-way and have a positive impact on the building's front appearance.
- Improvement must be compatible with building and zoning regulations.
- Examples of improvements include:
 - ~ Signs or graphics
 - ~ Window/door replacements
 - ~ Tuck pointing
 - ~ Landscaping and flower boxes
 - ~ Exterior lighting
 - ~ Awnings
 - ~ Improvements to sidewalk(s) directly in front or to the side of a property
 - ~ Installation of appropriate anti-graffiti material
 - ~ Installation of additional bike parking racks

Ineligible Improvements

- Any roofing improvements
- Rear, side, alley, or secondary improvements not visible from the public right-of-way
- New construction or additions
- Buildings less than 2 years old
- Interior improvements
- Improvements completed prior to program approval

APPLICATION PROCESS

To apply for funds through the Façade Rebate Program, applicants must complete and submit the attached application to:

West Town SSA Program Director
West Town Chamber of Commerce
1819 W. Chicago Ave.
Chicago, IL 60622

Along with the application, applicants must submit:

- Photographs of the existing building and the proposed project area.
- Detailed plans and specifications for the proposed project.
- At least three detailed estimates for the proposed improvement project; specifying the preferred contractor. If the applicant plans to do his or her own construction, the applicant must submit three outside estimates in addition to his or her own estimate. (The Façade Rebate Committee may request additional information and documentation.)
- The Summary of Total Project Costs attached to the application.

EMERGENCY AMENDMENTS TO APPLICATION:

If unforeseen circumstances are to arise during the construction process that would require additional costs to be incurred, you must submit an explanation in writing to the SSA Program Director. Those additional costs will then be voted on for potential reimbursement up to the limit of the original \$15,000 cap. If you move ahead with the project before a vote is made, you take the risk that reimbursement of those additional costs may not be approved.

REVIEW PROCESS

The Façade Rebate Committee, which is a committee of the West Town SSA Commission, will review each application as it is received. The committee will review each proposed project to determine if it:

- Meets the required guidelines.
- Will have a significant positive impact on the area's beautification.
- Has a need for funding assistance.
- Is not for a building that received approval earlier in the same funding cycle.

Applicants will receive a response regarding the project's eligibility within approximately six weeks of submission of the SSA Commission Meeting where it will be reviewed and voted upon. At that time, the applicant may be asked to clarify design elements.

The SSA Commission reserves the right to deny any Façade Rebate Application for any reason.

CONSTRUCTION PROCESS

After the Committee has approved a project, the applicant will be sent an Approval Letter. The applicant must then submit to the SSA29 Program Manager:

1. Proof that City permits have been applied for within 30 days of receiving the approval letter, if permits are required.
2. Copies of the approved City building permits when received.
3. A schedule showing estimated start and end dates of the project.

If the City permits have not been received within 120 days after the permit has been applied for, the applicant must send a written request to the SSA Program Director requesting an extension.

The SSA Program Director will contact the applicant for status of the project to report back to the SSA Commission. Significant delays in the project will require a written explanation from the applicant, with a revised schedule.

Failure to apply for permits within 30 days of the date of the Approval Letter, or failure to submit a request for an extension if or when needed, may result in the project being dropped from the program and the applicant will no longer be eligible to receive reimbursement.

REIMBURSEMENT PROCESS

Once the project is completed, applicant contacts the SSA Program Director to arrange an inspection to verify that the work was done in compliance with program guidelines and pre-approved plans*.

In addition, the applicant submits copies of all paid invoices for the approved project and photographs of the completed work so the before and after pictures may be compared. A reimbursement check will be sent to the applicant within six weeks of the inspection and submission of documents.

* The inspection is limited to reviewing the work in connection with the Façade Rebate Program only. It is the applicant's responsibility to verify the adequacy of the work done. A failure to do so shall not relieve applicant of any expenses or responsibilities resulting from such failure. Neither the SSA29 Commission, the West Town Chamber of Commerce, nor any its representatives have any liability or obligations to applicant arising from such failure.

CITY PERMIT INFORMATION

BUILDING PERMITS

Building permits are issued by the Department of Construction and Permits, City Hall, Room 900, 121 N. LaSalle St., 312-744-3449.

BARRICADE PERMITS

Barricade permits are issued by the Department of Transportation, Construction Compliance, City Hall, Room 905, 121 N. LaSalle St., 312-744-4652.

ELECTRICAL PERMITS

Electrical permits are issued by the Department of Construction and Permits, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., 312-744-3400.

Permit Guide and Overview:

http://www.cityofchicago.org/city/en/depts/bldgs/supp_info/a_guide_to_gettingstartedapermitoverview.html

OTHER BUILDING AND ZONING INFORMATION

www.cityofchicago.org

Façade Rebate Program Application- West Town SSA 29-2014

Proposed Project Address

(Street) (City) (State) (Zip)

Applicant Name _____

Applicant Address _____

Phone _____ Email Address _____

Applicant is: (please mark any that apply)

Property Owner

Business Owner

Tenant

Not for Profit Organization

Individual Resident

**If applicant is not the property owner, please supply property owner information:

Owner Name _____

Owner Address _____

Phone _____ Email Address _____

Project Description (please attach photos, plans, etc.)

Statement of Need (please describe why this proposed project and funding is necessary to your business and the community)

Has this property received any rebates through this or any other program before?

Yes

No

If yes, please describe:

Statement of Understanding

The applicant (undersigned) agrees to fully comply with the guidelines and procedures of the West Town SSA29-2014 Façade Rebate Program and the outlined specifications as agreed to by the applicant and the Façade Rebate Committee. It is understood by the applicant that three cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that he/she has read the entire Façade Rebate Program guidelines and agrees to be fully bound by the terms and conditions. APPLICANT RELEASES THE WEST TOWN SSA29-2014 AND THE WEST TOWN CHICAGO CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKOWN) IN CONNECTION WITH THIS FAÇADE REBATE PROGRAM.

Applicant Signature Date

Applicant Name (Please Print)

Statement of Ownership

I, _____, certify that I am the owner of the property located at _____.

Owner Signature Date

**If the applicant is not the property owner, the following must also be completed by the property owner:

I, _____, authorize the applicant to apply for reimbursement under the West Town SSA29-2014 Façade Rebate Program and undertake the approved improvements.

Owner Signature Date

Attachment

SUMMARY OF TOTAL PROJECT COSTS

TOTAL BID COSTS

BID #1 (preferred bidder) \$ _____

BID #2 \$ _____

BID #3 \$ _____

MATERIAL & LABOR COSTS

Materials/Supplies List (preferred bidder)

Price (itemized cost)

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

TOTAL PROJECT COST (preferred bidder) \$ _____