

VILLAGE OF GLEN ELLYN

Retail Façade Improvement Award Program  
Application Packet



Village Manager's Office  
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

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VILLAGE OF GLEN ELLYN  
Retail Façade Improvement Award  
As of July 15, 2014

Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Retail Façade Improvement Awards were created to encourage the private sector in making these desired exterior improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this Award program.

Assistance Available

Approved projects are eligible to receive a Retail Façade Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the facade improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for an award. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of award monies.
- Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

- Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 22,499.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All award requests must be submitted prior to any work being started by the applicant. Any work started or completed prior to Village Board approval is at the applicant’s risk.
- The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability.

### Eligible Improvements

The primary goal of the Village of Glen Ellyn Retail Façade Improvement Award is to achieve significant visual improvements in commercial facade appearance. The determination of eligibility and priority for an award is at the discretion of the Village Board.

Work which qualifies for an award includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$2,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving Village Board approval for the award. Qualifying exterior improvements include but are not limited to:

### Eligible Improvements

- Significant Façade enhancements
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors

- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior enhancements to property consistent with the architectural integrity of the building and the Village’s Appearance Review Guidelines

**Ineligible Improvements**

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Retail Façade Improvement Award is not a reimbursement or direct payment for the costs of façade improvements. Rather, the award is designed to encourage business to make their own investment into façade improvements. Awards are only valid if the façade improvement presented is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Economic Development Coordinator.

**Design Evaluation**

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

**Application Requirements**

Required Submittals with Application:

- Current digital photos of all building facades visible from the public right of way which will receive improvements;
- A schematic drawing with enough detail to depict the proposed improvements;

- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements). All contractors must be registered with the Village's Planning and Development Department prior to a building permit being issued;
- Consent from the building owner for proposed improvements, by signature on the attached form;
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification;
- A narrative as outlined below:
  - Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
  - Description of your business and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or Village.
  - Credentials and experience of business owner.
  - Any unusual or expected difficulties or hardships in making the proposed improvements.

## **Application and Approval Process**

Submission and approval of a complete award application is required *prior* to the completion of any eligible improvements. The review process will normally take approximately 4 weeks. *The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements.* The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application including all required submittals to the Economic Development Coordinator for funding assistance.
- The Economic Development Coordinator will make a recommendation for approval, partial approval or denial to the Village Board. Village staff will make every effort to review applications within 2 weeks of submittal.
- Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board typically meets the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

## **Required Documentation for Award Payment**

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator and Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Award check is distributed.

**Pay Back Provision**

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of receiving a Retail Façade Improvement Award.

<b>Out of Business</b>	<b>&lt; 1 Year</b>	<b>1-2 Years</b>	<b>2-3 Years</b>
<b>% of Award Repaid to the Village</b>	<b>75%</b>	<b>50%</b>	<b>25%</b>

The applicant agrees to this provision when she/he signs the Award Request Certification and the Application Certification.

**VILLAGE OF GLEN ELLYN**  
**Retail Façade Improvement Award**

**REQUIRED SUBMITTALS WITH APPLICATION:**

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative as outlined below:
  - Description of proposed facade work including information about the proposed building materials and methodology for proposed changes.
  - Description of your business and the related industry.
  - Features and advantages of your product and how improvements sought will improve the business and/or Village.
  - Credentials and experience of business owner.
  - Any unusual or expected difficulties or hardships in making the proposed improvements.

**BUSINESS OWNER INFORMATION:**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If tenant, what is the expiration date of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is the property owner? \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Fax: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENTS**

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**ITEMIZED ACTIVITY DESCRIPTION**

**COST**

ITEMIZED ACTIVITY DESCRIPTION	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL PROJECT COST:** \_\_\_\_\_

**AMOUNT OF AWARD REQUESTED:** \_\_\_\_\_



**VILLAGE OF GLEN ELLYN**  
**Retail Façade Improvement Award**  
**Award Request Certification**

**SUBMITTAL FOR AWARD**

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant’s Affidavit for Award (attached)

**CERTIFICATION**

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I will display the Village of Glen Ellyn Retail Façade Improvement Award in public at my business/property for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_



