

Facade Rebate Program Guidelines & Application

SSA #63 – West Humboldt Park

Program Overview

The Facade Rebate Program under SSA #63 is a project of the West Humboldt Park SSA #63 whose overall main purpose is:

To position the Chicago Avenue commercial corridor as a desirable, safe, pedestrian-friendly destination, attracting new businesses and commercial development, retaining existing businesses, and improving the overall quality of life for West Humboldt Park residents.

The Facade Rebate Program is designed to help commercial property owners and tenants within SSA #63 beautify the façade of their buildings by providing a rebate of up to \$5,000 for each eligible project.

SSA General Area:

All of the properties in the SSA #63 district are eligible. The SSA #63 district encompasses the main portion of the Chicago Avenue commercial corridor, a roughly one-mile stretch of property along Chicago Avenue between Albany Avenue on the East and Karlov Avenue on the West (see SSA Map on Page 4).

Funds Available

Fund availability is dependent on the amount of applications received, and when the funds for the calendar year are exhausted. SSA #63 may fund up to 50% of the total project cost for a maximum grant of \$5,000. Applicants will receive notice of the approved amount, and notice of payment to the contractor.

If and when funds are available, applicants are also encouraged to apply for SomerCor 504's Small Business Improvement Fund (SBIF) program. Applicants may qualify for up to 75% of the costs to be reimbursed by the SBIF program. To learn more about SBIF, please call Tom Otto at WHPDC, or call SomerCor 504 directly and speak to their SBIF Director, 312-360-3300 or <http://somercor.com/sbif>.

Use of Funds

The façade enhancement program may be used for exterior work including new windows, doors, paint, awnings, tuck pointing and other improvements made in order to improve the image and perception of the business corridor. Business and property owners are encouraged to remove exterior storefront security gates.

Program Eligibility

Eligible Applicants

- Building must be located within SSA #63 boundaries.
- Building must be commercial or mixed-use. Residential buildings are not eligible.
- Applications are accepted only during 45 day Application Acceptance Period.

- Building must have proof of proper zoning and city permits.
- Building must be owner occupied, or tenant must have written consent from the building owner.
- Preference shall be given to:
 - Applicants who show a need for funding assistance in order to complete project.
 - Applicants and buildings that have not previously received Façade Enhancement funds.
 - Buildings that have a significant impact on the area's beautification.

Eligible Improvements

- Improvements must be visible from the public right-of-way and have a positive impact on the building's front appearance.
- Improvements must be compatible with building and zoning regulations.
- Examples of improvements include:
 - Signage
 - Window and door replacement
 - Tuck pointing
 - Landscaping
 - Exterior lighting
 - Awnings
 - Replacement of security bars with rolling shutters

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 5 years old.
- Interior improvements
- Improvements completed prior to program approval.

Application Process

Applicants must complete and submit the attached application to:

West Humboldt Park SSA #63 Program Manager
 West Humboldt Park Development Council
 3620 W Chicago Ave
 Chicago, IL 60651

Application must include:

- Photographs of existing building and proposed project.
- Detailed plans and specifications for the proposed project.
- Three estimates for the proposed improvement project specifying the preferred contractor. If applicant plans to do his or her own construction, the applicant must submit three outside estimates in addition to his or her own estimate.
- Summary of Total Project Costs attached to the application.

Review Process

SSA Commission will review each application as it is received and determine if the proposed project meets eligibility requirements. Applicants will receive a response regarding eligibility within approximately six weeks of submission of the completed application.

Construction Process

After the Committee has approved a project, the applicant will be sent an Approval Letter. The applicant must then submit to the SSA #63 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 #63 Program Manager requesting an extension.

SSA #63 Program Manager will contact the applicant for status of the project to report back to the Façade Rebate Committee. 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 #63 Program Manager 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 SSA #63 Commission, the West Humboldt Park Development Council, 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

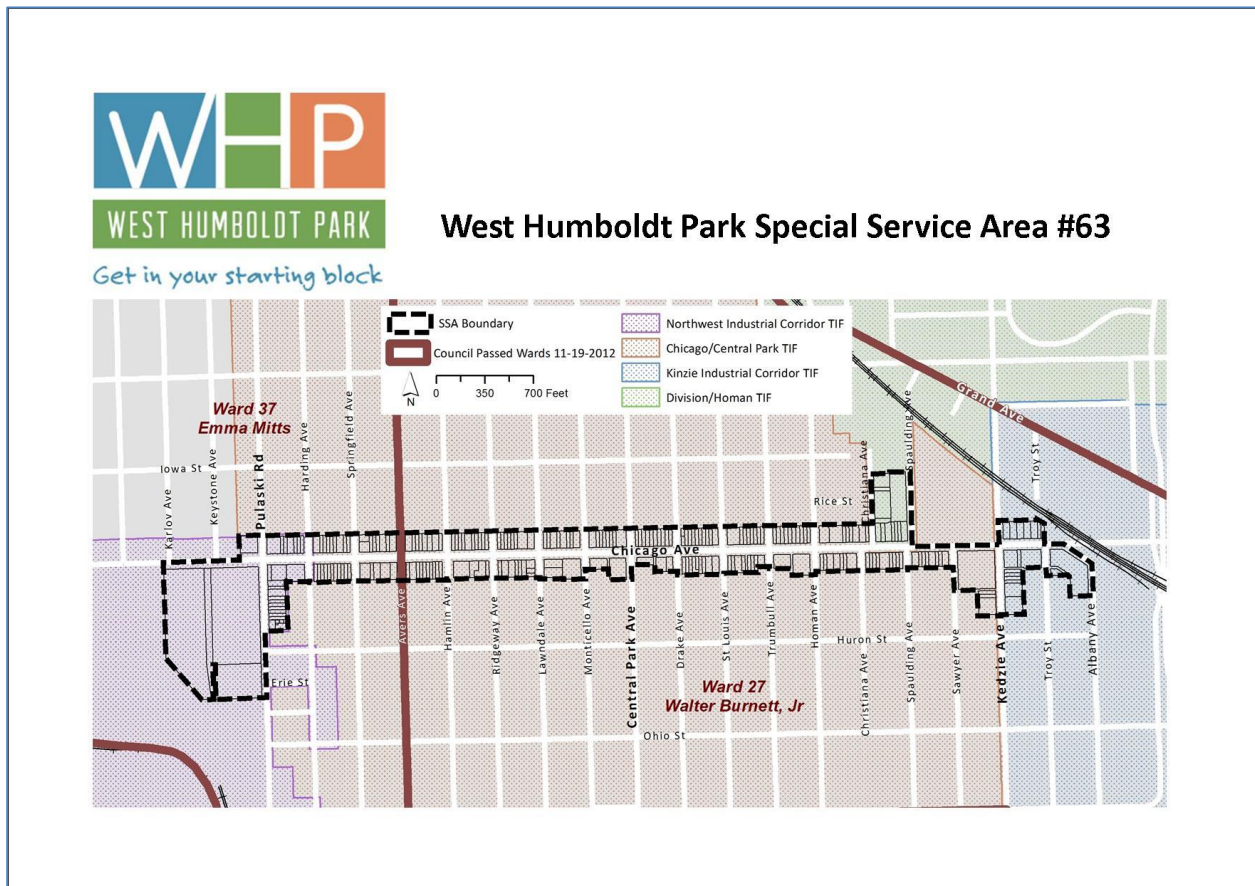
Electrical permits are issued by the Department of Construction and Permits, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., 312-744-3400.

Permit Guide and Overview:

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

OTHER BUILDING AND ZONING INFORMATION

www.cityofchicago.org



Contact

West Humboldt Park Development Council, 3620 W Chicago Ave., Chicago, IL 60659. SSA #63 Program Manager, Tom Otto, tom@whpdevelopmentcouncil.net, (773) 342-0036 ext 23.

Facade Rebate Program Application
SSA #63 – West Humboldt Park

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 for 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 Humboldt Park SSA #63 Facade Rebate Program and the outlined specifications as agreed to by the applicant and the SSA Commission. 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 Enhancement Program guidelines and agrees to be fully bound by the terms and conditions. **APPLICANT RELEASES THE WEST HUMBOLDT PARK SSA #63 AND THE WEST HUMBOLDT PARK DEVELOPMENT COUNCIL (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS FACADE 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 Humboldt Park SSA 63 Facade Rebate Program and undertake the approved improvements.

Owner Signature

Date

Attachment

SUMMARY OF TOTAL PROJECT COSTS

LABOR COSTS

BID #1 (preferred bidder) \$ _____

BID #2 \$ _____

BID #3 \$ _____

MATERIAL COSTS

Materials/Supplies List

Price (itemized cost)

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____