

Appearance Improvement Grant

January 15, 2013

The Appearance Improvement Grant (AIG) provides financial assistance to improve storefronts and exterior appearances of commercial and landmark properties. The grant is available to all commercial and landmark properties in the Village of Orland Park.

Purpose

The purpose of AIG is to assist property owners and tenants of commercial and landmark buildings improve the appearance of their storefronts and structures. For landmark buildings, the grant will help preserve, restore, rehabilitate and otherwise maintain historic properties and resources in the Village. AIG recognizes the important contribution building appearance makes to the community by enhancing the sense of place and making commercial districts more inviting and interesting places to walk and shop. Making great places starts with unique and interesting storefronts.

Rules & Requirements

- ✓ AIG is open to all commercial and landmark building property owners and tenants (with the owner's permission).
- ✓ Project plans must propose a minimum investment of \$1,000 in eligible physical improvements to apply. A minimum of two bids to complete the work must be submitted to demonstrate project costs. The Village selects the best or lowest bid to complete the work.
- ✓ AIG eligible improvements must be approved through an Administrative Appearance Review or, if the project involves a landmark, obtain a Certificate of Appropriateness.
- ✓ AIG will match 50% of the cost of work up to a maximum of \$20,000 per project unless otherwise approved by the Board of Trustees.
- ✓ Grant funds may be used to cover architectural design fees, licensed contractor fees, procurement of materials and construction.
- ✓ Grant funds are reimbursed via a check from the Village after:
 - Signing an Appearance Improvement Grant Agreement (AIGA);
 - The project is completed and inspected for Code compliance per AIGA;
 - All project invoices and receipts are submitted per AIGA to verify project cost; and
 - A signed Contractor's Sworn Statement and Waiver of Lien to Date (waiver) form is fully completed and notarized.
- ✓ A building or site is limited to one (1) AIG annually.
- ✓ AIG is targeted toward permanent or long term building improvements.

Authorized Improvements

AIG will fund building improvements that are visible from a public right-of-way or park related to the two category areas in the below table:

	<i>Commercial Re-Model</i>	<i>Historic Restorationⁱ</i>
Awnings	✓	
Façade Expansions & Exteriors	✓	
Low Water Use Landscaping ⁱⁱ	✓	✓
New Doors & Windows	✓	
New Signage	✓	✓
Screening Rooftop Mechanicals	✓	✓
Storefront Architectural Features	✓	✓
Removal of Inappropriate Materials	✓	✓
Restoration of Historic Doors, Windows and other Architectural Features		✓

AIG will not fund:

- Ø Improvements unrelated to building appearance;
- Ø Improvements that do not upgrade the building appearance from the public right-of-way;
- Ø Covering masonry, such as with siding or paint;
- Ø Increasing non-conforming conditions;
- Ø Interior remodeling and restoration;
- Ø Improvements completed prior to grant application;
- Ø Improvements requiring variances from any Code;
- Ø Improvements not following Section 6-308 Design Standards; and
- Ø Building permit fees.

Important Information for the AIGA

An approved project will enter into an agreement (AIGA) with the Village that outlines the scope of work to be performed and a time period for implementation (e.g. 90 days). The agreement outlines the necessary milestones and submittals to achieve final payout. The AIGA stipulates that property owners are responsible for maintaining any improvements made with AIG funding for ten (10) years. Any changes before the ten (10) year period ends must first be reviewed and approved by the Village Board of Trustees.

If the AIG funded improvements are not maintained or changes are made without prior consent from the Board of Trustees during the ten (10) year period, the Village reserves the right to terminate the agreement and the applicant will be liable for any consultant fees and for reimbursing all grant funds to the Village.

Application Checklist

The following checklist outlines the process for obtaining an Appearance Improvement Grant. Use this checklist as a prompt for important project milestones and submittals.

- ☐ Preliminary concept meeting with staff to review project scope and process

- ☐ Administrative Review/ Certificate of Appropriateness
- ☐ AIG application and supporting documents (including 2 bids from qualified contractors to perform the work)
- ☐ AIG application fee -- \$50 check made payable to the Village of Orland Park with "AIG Application Fee" in the remarks
- ☐ Grant application and bid review & approval by the Development Services and Planning Committee and Board of Trusteesⁱⁱⁱ
- ☐ Building permit submittals
- ☐ Appearance Improvement Grant Agreement signing
- ☐ Notice to Proceed upon AIGA signing and building permit approvals
- ☐ Construction according to approvals and AIGA
- ☐ Inspection – An inspector will check for compliance with the code and the AIGA and file a written report, identifying any violations or necessary corrections.
- ☐ Project Acceptance – Pass inspection with positive inspection report.
- ☐ Contractor's Sworn Statement and Waiver of Lien to Date Submittal with all invoices and receipts demonstrating applicant's payment of all project costs.
- ☐ Verification and Reimbursement/ Final Payout

Correspondence

Please direct all questions and comments regarding this grant to:

Development Services Department
 Planning Division
 14700 Ravinia Avenue
 (p) 708.403.5300
 (f) 708.403.6124

ⁱ Landmark properties must follow the US Secretary of the Interior's Standards for Preservation, Restoration and Rehabilitation as well as Land Development Code Sections 5-110 and 6-209 standards.

ⁱⁱ A landscape plan is required for review.

ⁱⁱⁱ The Village generally approves the lower of the two bids, although consideration is given to quality or additional work.