
Appearance Improvement Grant

The Appearance Improvement Grant is a financial assistance grant that is available to all commercial and landmark properties in the Village of Orland Park to improve their storefronts and exterior appearances.

Building appearance makes commercial and historic districts more inviting and interesting to walk, work and shop. The Village recognizes this as an important contribution to a community's character and sense of place and proudly offers this grant program to qualified commercial and landmark properties.

Updated: Feb. 2014


Purpose

Assist property owners and tenants of commercial buildings improve the appearance of their storefronts and structures.

Assist property owners of landmark buildings preserve, restore, rehabilitate and maintain historic properties and resources in the Village.

Eligible Improvements

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



| | <i>Commercial Re-Model</i> | <i>Historic Restoration¹</i> |
|---|--------------------------------|---|
| Awnings | ✓ | |
| Façade Expansions & Exteriors | ✓ | |
| Low Water Use Landscaping ² | ✓ | ✓ |
| New Doors & Windows | ✓ | |
| New Signage | ✓ | ✓ |
| Screening Rooftop Mechanicals | ✓ | ✓ |
| Storefront Architectural Features | ✓ | ✓ |
| Removal of Inappropriate Materials | ✓ | ✓ |
| Restoration of Historic Doors, Windows and other Architectural Features | | ✓ |

¹ 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.

² A landscape plan is required for review.

Rules

- ✓ AIG is open to all commercial and landmark building property owners and tenants (with the owner's permission). It is targeted toward permanent or long term building improvements and is limited to one (1) grant annually.
- ✓ 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. The grant will not fund:
 - Improvements unrelated to building appearance;
 - Improvements that do not upgrade the building appearance from the public right-of-way;
 - Covering masonry, such as with siding or paint;
 - Increasing non-conforming conditions;
 - Interior remodeling and restoration;
 - Improvements completed prior to grant application;
 - Improvements requiring variances from any Code; and
 - Improvements not following Section 6-308 Design Standards.
- ✓ 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.
- ✓ Building permit fees are waived for participating businesses or landmarks.
- ✓ 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.
- ✓ 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)
- ☐ Grant application and bid review & approval by the Development Services and Planning Committee and Board of Trustees³
- ☐ 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

³ The Village generally approves the lower of the two bids, although consideration is given to quality or additional work.

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

APPEARANCE IMPROVEMENT GRANT APPLICATION*

* A petition will be considered incomplete if any information in this application and the checklist on the next page is missing.

| | | | |
|---|------------|--|--------------|
| PROPERTY INFORMATION | | | |
| ADDRESS | | SIZE OF PARCEL sf acres | |
| EXISTING USE ON SITE | | PROPOSED USE | |
| CURRENT TENANT | | PROPOSED TENANT | |
| HAS THE PROJECT OBTAINED THE NECESSARY APPROVAL FROM THE VILLAGE? Y / N | | | |
| APPLICANT INFORMATION | | | |
| NAME | | TITLE | |
| ADDRESS | | CITY/STATE/ZIP | |
| PHONE | FAX | EMAIL | |
| RELATIONSHIP TO OWNER | | | |
| OWNER INFORMATION (IF DIFFERENT FROM APPLICANT INFORMATION) | | | |
| NAME | | TITLE | |
| ADDRESS | | CITY/STATE/ZIP | |
| PHONE | FAX | EMAIL | |
| RELATIONSHIP TO APPLICANT | | | |
| IMPROVEMENT INFORMATION | | | |
| NAME OF CONTRACTOR(S)/AGENT(S) | | | PHONE |
| ANTICIPATED WORK START DATE: | | ESTIMATED TOTAL TIME TO COMPLETE PROJECT: | |
| ESTIMATED COST OF IMPROVEMENTS: | | REQUESTED AMOUNT OF GRANT: | |
| PROPOSED IMPROVEMENTS (ATTACH ADDITIONAL SHEETS AS NEEDED) | | | |

I certify that the information provided above is true.

Signature of Applicant _____ **Date** _____

Notary Signature _____ **Date** _____

Notary Seal

| | | |
|---------------------------------|------------------------------------|---|
| For Village Use Only | PROJECT NO. | ASSIGNED TO |
| | DATE PETITION COMPLETED | Planning Division Director Approval to Proceed |

Grant Application

All information and exhibits submitted with this application are true and correct to the best of my knowledge.

I understand that the Village has the right and discretion to approve or deny any project or portions thereof. If this grant is awarded to me, I agree to comply with the guidelines and procedures of the Commercial Façade Improvement Program.

The owner invites Village representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request. The owner and applicant agree to hold harmless the Village of Orland Park and its representatives of any damage to the building or personal injury that occur as a result of work funded by this grant.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

DATE

Required Submittal Documents

- ☐ One (1) original completed Appearance Improvement Grant application.
- ☐ Proof of property ownership.
 - If the property is owned, submit a copy of the latest recorded deed.
 - If the property is rented or leased, submit a letter of authorization from the owner.
 - If the property is owned by a trust, submit a certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer.
 - If the applicant is a contract purchaser, submit a copy of the contract and a letter of authorization from the owner (seller).
- ☐ Receipted copy of the most recent tax bill for the property or evidence of at least a two-year lease.
- ☐ Copy of the title insurance policy.
- ☐ Picture/ historic picture (or copy) of the façade(s) to be improved.
- ☐ Current photo(s) of the façade and particular area(s) to be enhanced. *In digital format.*
- ☐ Brief description of the project (including description of existing conditions, type and location of improvements, and if a historical property, general methodologies for preservation/rehabilitation etc.)
- ☐ Drawings of the proposed work to scale (4 copies). Drawings may not be necessary for projects such as tuck pointing or painting. Additional copies may be required prior to Village Board meetings.
- ☐ Contractor estimates from two (2) different sources. Estimates must include only the work proposed for the façade. The estimate must include a brief description and methodology of the work to be done. Submitting a list of items is not acceptable.
- ☐ Color/material samples, if requested by staff at the pre-application meeting.

Contractor's Sworn Statement and Waiver of Lien to Date

Project Name and Address: _____

Owner/Lessee's Name: _____

Contractor Name and Position: _____

Company Name: _____

Company Address: _____

Contractors, Subcontractors and Professional Service Providers used:
(Attach receipt or paid invoice for the full cost of work performed by each)

| Name | Address | Work Completed | Amount Billed | Amount Paid |
|------|---------|----------------|---------------|-------------|
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I, _____, swear that the above (and attached) contractors, subcontractors and professional service providers are the only ones who performed work under the Appearance Improvement Grant Agreement with the Village of Orland Park for the property identified above, and billed and were paid the amounts shown.

Date: _____ Signature: _____

Subscribed and Sworn before me this _____ day of _____, 20____.

Notary Public: _____ Notary Stamp: _____

Final Payout Request – Appearance Improvement Grant

The following section is to be completed by the Village of Orland Park:

Village Approval for Payout by (Planner): _____ Date: _____

Attach final inspection report(s)

Amount Paid to Contractors, Subcontractors and Professional Service Providers: _____

Total amount of Contract: _____

Explanation of Balance: _____

Total Amount in the Appearance Improvement Grant Agreement: _____

Amount due from the Village: _____

Notes (attach additional pages as needed):

