

Clark Street IN LINCOLN PARK

Clark Street SSA #23 Program Manager
c/o Lincoln Park Chamber of Commerce
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Facade Rebate Program

DESCRIPTION

The façade improvement program is designed to provide rebates for façade rehabilitation activities. The program is intended to beautify and revitalize the commercial and throughout the designated service area. **Clark Street Special Service Area (SSA) #23** is the funding source used to provide rebates for façade improvements on commercial, industrial, or residential property within its boundaries. The boundaries include:

- Both east and west sides of Clark from Armitage on the South to Diversey on the north
- The south side of Diversey Avenue from Orchard on the west to Lakeview on the east

Applicants who plan to complete a minimum of \$500 worth of work and who meet all program requirements may receive a rebate up to 50% of eligible costs. The maximum rebate amount in 2009 is \$10,000 for work completed in 2009. Until funding has been dispersed rebates are rewarded after work is approved by the façade improvement committee, completed in the allotted time, paid in full, and all necessary documentation has been submitted to the Clark Street SSA #23 c/o Lincoln Park Chamber of Commerce (see below). Applications will be considered once submitted within the façade improvement program timeline and will be awarded until the all the funding is disbursed. All applications must meet the guidelines outlined in this manual and are subject to review and approval by the Façade Improvement Committee.

The façade improvement program is managed by Clark Street SSA #23 through the Lincoln Park Chamber of Commerce.

Program Definitions:

The façade under this program is defined as the entire exterior front surface of a building from sidewalk grade to the roofline. (Material used for the renovation of the façade should match and complement the design of the building.) It includes all damaged, or otherwise deteriorated elements of storefronts, lighting, awnings, display windows, entrances, upper façade or upper signs. Work should reflect and complement the character of the surrounding area.

TYPE OF ASSISTANCE

Property owners who make improvements under the guidelines of the façade improvement program may receive up to a 50% financial rebate for exterior improvements worth at least \$500 with a maximum 2009 rebate amount not to exceed \$10,000. It is not the intent of the program to provide financial assistance to ongoing improvements that are considered regular building "upkeep".

PROGRAM ELIGIBILITY

Applicants

- The building must be located within the Clark Street SSA #23 boundaries {see above}
- Buildings must have proof of proper zoning and city permits
- Tenant must have written consent from the owner of the property
- Preference shall be given to applicants and buildings that have not previously participated in a façade improvement program
- Preference shall be given to buildings throughout the SSA in an attempt to accomplish geographic diversification

Eligible Improvements

- Improvements must be visible from the public right-of-way and have a positive impact on the business front appearance
- All improvements must be compatible with city and building zoning regulations
- Sample improvements can include:
 - awnings, signs or graphics, window/door replacements, tuck pointing, landscaping; flower boxes, exterior lighting
- All improvements must meet designated guidelines and are subject to review by the Façade Improvement Committee. This committee is comprised of commissioners from Clark Street SSA #23.

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 or started prior to program approval
- Sidewalk café fencing, seating or other components

Façade improvement applicants are required to submit three detailed estimates for improvement projects. The committee reserves the right to deny any questionable estimates. If the applicant plans to complete construction themselves, they must submit two estimates outside of their own.

Guidelines & Requirements

- Rebates will be applied only once per building per funding cycle on which approved improvements are made
- Improvements must be in compliance with the City of Chicago building and zoning requirements, and any other applicable state or city laws. Visit: www.cityofchicago.org to obtain this information
- All proof of city permits must be submitted prior to start of improvements
- Applicant must fully and timely comply with all the requirements and deadlines set forth in this Façade Improvement Program Application (and accompanying timeline) and work for the 2009 funding year must be completed before November 30, 2009.
- If any change in ownership of a property participating in the program occurs, it will result in the removal of the project from the program. The new ownership is welcome to re-submit the project application.
- We encourage all businesses to be ADA compliant in accordance with City of Chicago building ordinances

Façade Improvement application process and administrative procedures

APPLY

Completed applications must be submitted to the Lincoln Park Chamber of Commerce by the designated 2009 dates. Submit the following items along with the application:

- \$50 non-refundable application fee in the form of credit card, check, or money order made payable to the Clark Street SSA #23
- Photographs of the existing building and the proposed project area
- Detailed plans and specifications for the proposed project, including design drawings, cost estimates from three contractors (specifying which one you prefer), any other specifications or material samples that would support the vision for your project. The committee reserves the right to reject any questionable estimates, as well as implement such additional program rules and regulations as it deems reasonable
- An owner's deed and title insurance policy showing proof of ownership. If the applicant is a tenant, they will also need to submit written consent and contact information from the owner who will also need to show proof of ownership
- List of applicable city permits to be obtained

REVIEW

After the completed application is received it will be reviewed by the Façade Improvement Committee comprised of Clark Street SSA #23 commissioners. The committee will review each application, and in its sole and absolute discretion, decide which proposed projects meet the program guidelines, which projects will provide the most positive impact on the beautification to the service area, and which projects have the most need for funding assistance.

The committee will meet as needed as applicants submit proposed projects. All applicants will receive a response regarding the eligibility from the committee chairperson within approximately six weeks of the submission of the completed application deadline. The applicant may be asked to clarify design elements at that time if requested by the committee.

CONSTRUCTION DEADLINES

(please see attached graphic)

Once an applicant has been approved by the committee, they will receive an approval letter in the mail (the "Approval Letter"). Within 30 days of the date of the Approval Letter, applicant must submit to the Program Manager of the Clark Street SSA #23, the proper city building permits if not previously submitted (or evidence of application for such permits). Provided that the applicant has applied for the proper city building permits within 30 days of the Approval Letter, if there is difficulty obtaining the issuance of these permits in a timely fashion (60 days from the issuance of the Approval Letter), it is necessary for applicant to in writing within 70 days from the issuance of the Approval Letter provide copies of all permit applications to the Program Manager of the Clark Street SSA #23 and formally request an extension. If for any reason the Project cannot be completed within 120 days of the date of the Approval Letter (and provided the applicant has made timely application for its building permits as required above) the applicant may request an extension. To receive an extension the applicant must apply in writing (within 90 days of the date of the Approval Letter) to the Clark Street SSA #23 Program Manager for an extension by submitting documentation and explanation for why such an extension should be granted. (the "Extension Process"). Failure to timely submit such extension request shall constitute a waiver of applicant's rights to participate in the Extension Process. The committee's decision to grant an extension shall be at its sole and absolute discretion.

Once the appropriate documentation has been received by the committee, the applicant will be notified in writing to proceed with approved renovations.

Construction must commence within 30 days of issuance of city building permits, and be completed within 120 days of receiving notification to proceed via the Approval Letter.

THE WORK MUST BE COMPLETED WITHIN 120 DAYS OF RECEIVING THE NOTIFICATION TO PROCEED VIA THE APPROVAL LETTER! (excepting only extensions granted in strict compliance with the Extension process as set forth above). Failure to complete such work within the 120 day deadline, shall notwithstanding anything to the contrary elsewhere in this Application or related program materials, constitute a material breach of the program requirements resulting in the withdrawal of funding for applicant's project without further notice of any kind.

Once work is completed, please contact the Lincoln Park Chamber of Commerce to arrange an inspection*. At that time, the applicant will need to submit copies of all paid invoices for all approved improvements, as well as photographs of the completed project area.

REBATE DISTRIBUTION

Once the façade improvements have been completed, a member of the committee will complete an onsite review* of the project to determine compliance with program guidelines and pre-approved plans. A rebate check will be sent within six weeks after final review* and the proper final documentation has been submitted.

* The committee member's observation is limited to a review of the completed work only in connection with the applicant's application under this program, and in no way shall be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition or in compliance with city, state or other governmental building codes. It shall be applicant's responsibility to verify adequacy of all work to be in compliance with zoning and building codes, and any other state laws and ordinances. Applicant's failure to verify the repairs shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure.

CITY PERMIT INFORMATION

BUILDING & ELECTRICAL PERMITS

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

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

BARRICADE PERMITS

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

AWNINGS

Awnings or canopies that extend two feet or more over the public right-of-way require a permit from the Department of Revenue, Compensation Unit, 333 S. State St., Room 310, 312-747-9035.

Awnings that extend less than two feet over the public right-of-way can be issued through the Department of Buildings, City Hall, Room 501, 121 N. LaSalle St., 312-744-3400.

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Facade Improvement Program Application– Clark Street SSA #23

Proposed Project Address

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

Business or Organization Name _____

Contact Information

(Name) (Email)

(Phone) (Evening Phone)

Applicant is: *(please mark any that apply)*

- Property Owner
 Business Owner
 Tenant

(Name of Tenant) (Business Name)

(Phone)

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

(Name) (Address)

(Phone) (Email)

Business/Organization is: *(please mark any that apply)*

- Individual Resident
 Business
 Not-for-Profit Organization
 Other (please specify) _____

Project Description (please attach all necessary photos, plans, and permit applications as outlined in Guidelines & Requirements section.)

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

Has this property received any rebates through any other program before? ___Yes ___No
If yes, please describe details, including years, scope of work and granting organization:

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Clark Street SSA #23 Façade Improvement Program and the outlined specifications as agreed to by the applicant and the committee. It is understood by the applicant that three cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that they have read the entire Façade Improvement Program guidelines and agree to be fully bound by their terms and conditions. **APPLICANT RELEASES THE CLARK STREET SSA #23 AND THE LINCOLN PARK CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS FAÇADE IMPROVEMENT PROGRAM.**

Date _____

Applicant Signature _____

Applicant Name (Please Print) _____

Applicant's SSN or Company's FIN # _____

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

I certify that I, the owner of the property located at _____, authorize the applicant to apply for a rebate under the Clark Street SSA #23 Façade Improvement Program and undertake the approved improvements.

Property Owner Signature _____

Date _____

Property Lessee Signature *(if applies)* _____

Date _____

FOR OFFICE USE ONLY	
Application Number:	_____
Date Application Received:	_____
Application Fee Paid:	Check Money Order Credit Card
Rebate:	Approved Denied (see attached document)
Total Cost of Project:	_____
Date of Inspection:	_____
Amount of Rebate:	_____ Percentage:_____
Date of Issuance:	_____