



VILLAGE OF EAST DUNDEE

120 Barrington Avenue, East Dundee, Illinois 60118 847-426-2822 fax: 847-426-9621

Commercial Façade Improvement Program

The Commercial Façade Program is designed to encourage property owners and business tenants to improve the overall exterior appearance of commercial buildings along major thoroughfares within the Village of East Dundee, transforming them into vibrant, exciting business districts.

Goals and Objectives:

- To improve the overall viability of commercial and industrial properties,
- To assist commercial and industrial property owners and tenants with the rehabilitation and maintenance to the exterior of their properties,
- To be an active force in revitalizing blighted commercial corridor districts,
- To enhance the commercial identity of properties through improved signage.

Eligible Activities:

To repair or replace existing deteriorated exterior fixtures or structure components including:

- Stucco treatment,
- Wood framing or other basic exterior wall materials,
- Painting,
- Decorative masonry walls,
- Installation of new doors and windows,
- Correction of code violations that affect the exterior of the building and are visible from the street,
- Exterior lighting,
- Landscaping,
- Signage (both removal and installation),
- Removal/replacement of inappropriate or incompatible exterior finishes or materials,
- For façade rehabilitation funded by the Village, the project area must be visible from the public right-of-way.
- **Note: Sandblasting of brick will not be funded. If another, less abrasive material is used to remove paint, for example, corn cob pieces or walnut shell pieces this would be allowable and funded.**

Grant Terms:

- **East Dundee's Building Inspector will initially inspect the building to see if it will be eligible for the planned improvements.**
Grants can only be used to pay for the costs of labor, materials, and services necessary to carry out the rehabilitation work for which the grant is approved.
- If at least 50% of the total work contracted by dollar amount is done by a contractor/contractors from the immediate East Dundee area, the grant provides assistance in an amount not to exceed fifty percent (50%) of the cost of improvements (maximum grant amount of \$37,500) . Buildings over one hundred fifty (150) linear feet of street frontage will be offered a grant not to exceed \$75,000. The participant's fifty percent (50%) match (excluding signage and architect's fees) must be committed or encumbered prior to the Façade construction. The Village **will** require evidence of the committed funds.

- All grants are dependent upon funds being available within the applicable TIF or BDD districts.
- During and shortly after the work is completed, applicants are to display a sign (provided by the Village) indicating participation in the Village Commercial Façade Program.
- Buildings are eligible for grant funding only one time within a seven (7) year period.

Grants-Architect Fees:

- East Dundee's Façade Improvement Program will include architect's fees for the design portion of the project. Architect's fees will be paid up to \$7,500 over and above the construction cost if the Architect is a registered business in the East Dundee area, otherwise the program will pay up to \$5000. Fees above these amounts must be borne by the applicant. This is a reimbursable expense with proof of payment and a copy of the construction plans.

Grants-Signage:

- To help promote consistent signage along commercial corridors, the Village will provide a Grant of up to \$9,000 for commercial signs as per the Village's Sign Ordinance.
- Grant funding under this program component is for Design, Fabrication, and Installation of permanent exterior building or site signs, visible from the street. **Sign design and specifications must be approved by the Village before erection.**
- Temporary, seasonal, and promotional signs and banners do not qualify for assistance.
- Commercial Façade Program recipients are required to submit verification of improvements, receipts, lien waivers, permits, and other applicable documents.

Applicant:

- Must submit an application and any required supplemental documents, including photographs of the proposed project area.
- Leaseholders must provide written permission from the building owner before submitting application for assistance.
- Business owners must possess a valid Village of East Dundee business license with all fees and taxes paid current.

Property:

- Property owner must be recorded owner of subject property and provide verification documents.
- Property must be located within one of the designated target areas, and zoned and used for commercial purposes.
- **Property must be inspected by the Village Building Inspector prior to Program payment.**

Compliance:

- Signage, paint/stucco colors and other improvements shall comply with applicable building and zoning codes and ordinances. If the project is in the Historic District, approval of the East Dundee Historic Preservation Committee will be needed.
- Any portion of the grant amount can be made using TIF or BDD funds. **Grants will be reimbursable expenses. Proof of purchase or of work performed (including architect's fees) according to the Grant Terms will be required. Reimbursable expenses will be paid after completion of construction upon the awarding of the Permanent Certificate of Occupancy.**
- Grants can be made providing guarantees are made to insure the Village that the building facade will be adequately maintained and kept up to current applicable codes for a period of seven (7) years.



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VILLAGE OF EAST DUNDEE FAÇADE RENOVATION PROGRAM

APPLICANT INFORMATION

_____(_____)_____
Name of Property Owner/Tenant Telephone Number

Street Address City State Zip

PROPERTY TO BE IMPROVED

Name of Business Type of Business

_____(_____)_____
Street Address Telephone Number

Proposed Use(s) of Building:

Ground Floor _____ Upper Floor(s) _____

Other Relevant Building Information: _____

_____ Jobs Retained _____ Jobs Created _____

ADDITIONAL INFORMATION/DOCUMENTS

The following information **must** accompany this application:

1. Photos of façade and other exposed sides (5X7 or larger preferred)
2. A copy of the occupancy permit, if one is available; if not, a copy must be provided prior to loan closing.
3. Your check for the \$250 application fee made out to the Village of East Dundee

I have provided all information to the best of my knowledge, and I have read and fully understand the requirements of the Program.

Applicant's Name (please print) _____ Date _____

Applicant Signature: _____ Date: _____

Village of East Dundee Building Dept: _____ Date: _____



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PROCEDURES FOR EAST DUNDEE FAÇADE RENOVATION PROGRAM

Please follow the order of procedures given below. Failure to do so could render a project ineligible or result in unnecessary delays.

1. APPLICATION: Participant must fill out a program application and submit it, along with photos (5X7 or larger) and application fee of \$250.00 to the Village of East Dundee Building Department. The application fee is refundable if the application is not approved.
2. DESIGN: Participant will need to discuss façade design with Village staff. Design must be approved by the Village of East Dundee Building Department **before construction bids are obtained**. If the project building is located in East Dundee's Historic District, design approval by the Historic Preservation Committee is needed. An architect's services will be required. The Village can recommend a local one.
3. BIDS: Participant must submit at least three (3) construction bids to the Village Building Department for the work required. If TIF or BDD funds are to be used, a written agreement **must** be made before construction begins. Please allow 30 days.
4. CONSTRUCTION: Contractor can begin work on the façade. **A Contractor (preferably local), will perform all work.** Periodic inspections will be made by the Village Building Inspector during construction. **Improvements must be completed within twelve (12) months from the date of grant approval.**
5. PAYMENTS: Participant will pay the contractor (and architect) their share of the project costs before requesting disbursement of Village funds. **Reimbursable expenses will be paid after completion of construction upon the awarding of the Permanent Certificate of Occupancy.**
6. CLOSING: Before construction begins, utilizing the bids received by the applicant, participant and the Village will enter into an agreement, which specifies the conditions of the grant. The Village will issue a check made out to the participant when all work has been completed as agreed and **proof of payment has been supplied to the Village Building Department.**

Information required by the Village Building Department to close the grant includes, but may not be limited to: a copy of the deed to the property, proof property taxes are paid up to date, a check for the filing fee for the mortgage, title insurance on the property, statements from the contractor and architect indicating the project is complete and what, if anything, they are owed (or copies of front and back of canceled checks for the total amount of the approved project costs), and a copy of the occupancy permit.

If the Village has any extraneous costs over and above the agreed upon grant amount, the participant will reimburse the Village, or the Village will have the right to place a lien on the property until the participant reimburses the Village, plus administrative costs.

Participant's Signature: _____ Date: _____

Village of East Dundee Building Dept: _____ Date: _____



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CHECKLIST FOR FAÇADE RENOVATION PROGRAM

- _____ Application fee of \$250 and photos (5X7 or larger) submitted.

- _____ Before bids are obtained, façade design discussed with Village staff? If the project is located in East Dundee's Historic District, design approval by the Historic Preservation Commission will be required.

- _____ Architect commissioned? The façade program can help with the architect's fees. The Village can recommend a local one.

- _____ You **MUST** submit at least three (3) construction bids to the Village Building Department for each aspect of the work. For instance, 3 bids for roof repair, 3 bids for window replacement, etc.

- _____ Before construction begins, utilizing the bids received by the applicant, participant and the Village will enter into an agreement, which specifies the conditions of the grant.

- _____ East Dundee's Façade Grant Program, and the TIF and BDD Programs are all **REIMBURSEABLE** expenses. That means you must pay your contractor and architect and submit copies of your invoices. . **Reimbursable expenses will be paid after completion of construction upon the awarding of the Permanent Certificate of Occupancy.**

- _____ Information that may be required by the Village Building Department to close the grant includes, but may not be limited to: a copy of the deed to the property, proof property taxes are paid up to date, a check for the filing fee for the mortgage, title insurance on the property, **statements from the contractor and architect indicating the project is complete and their copies of paid invoices** and what, if anything, they are owed (or copies of front and back of canceled checks for the total amount of the approved project costs), **and a copy of the occupancy permit.**