



## Façade Improvement Program

### Description

The façade improvement program is designed to provide financial assistance for rehabilitation activities. The program is intended to beautify and revitalize the area designated as SSA#26. SSA#26 is the funding source used to provide assistance for façade improvements on commercial, industrial or residential property. The boundaries for this program include:

Broadway from Foster to Devon, Devon from Broadway to Glenwood (including all four corners of Glenwood), Granville and Bryn Mawr from Broadway to Kenmore, Ridge from Bryn Mawr to Magnolia, Berwyn and Thorndale from Broadway to Winthrop. All other east/west streets between Foster and Devon will include sidewalks up to the CTA tracks on the east. All east/west streets within the area will include area up to the first alley on the west. All sidewalks adjacent to each property within the SSA area will be included in the scope of services. A map of the area is included.

**Applicants who plan to complete a minimum of \$500 worth of work and who meet all program requirements may receive financial assistance amounting to 50% of eligible costs. The maximum rebate is \$5,000.** This will be awarded after the 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 Edgewater Chamber of Commerce. Applications will be considered in the order that they are received until all the Façade Rebate Program funding is disbursed for the fiscal year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a lottery will be held to determine the order in which the projects will be funded and a waitlist for funding should it become available. In order to maximize the number of eligible projects that receive assistance, the SSA Commission reserves the right to award a Rebate at an amount less than the allowable maximum. All applications must meet the guidelines outlined in this document and are subject to review and approval by the Façade Improvement Committee.

The Façade Improvement Program is managed for SSA#26 by the Edgewater Chamber of Commerce.

### Type of Assistance

Property owners who make improvements under the guidelines of the façade improvement program will be eligible to receive up to 50% of the costs associated with the exterior improvement project with a maximum amount not to exceed \$5,000. It is not the intent of this program to provide financial assistance to ongoing improvements that are considered regular building upkeep or maintenance.

## **Program Eligibility**

### **Applicants**

- Rebate requests will not be granted for façade improvements that were started before the application is received and approved
- The building must be located within the area designated as SSA#26 (see boundaries and map)
- Buildings must have proof of proper zoning and city permits
- Preference shall be given to applicants and buildings that have not previously participated in the Façade Improvement Program
- Buildings or storefronts shall not have exterior burglar bars visible from the sidewalks or streets
- Consideration will be given to buildings within different sections of the SSA to accomplish geographic diversification
- The application must be approved before construction can begin. If the applicant moves ahead with the project before receiving the approval the applicant accepts the risk that the project may not be approved for a rebate.
- Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application.
- Applicants must be the entity paying for the improvements.
- If applicant is a tenant, written consent of the property owner is required.
- Only owners and tenants of street-level property located within the SSA boundaries are eligible for the Program.
- The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
- To the extent that the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.
- Applications are considered on a rolling basis through the calendar year. There is no guarantee that funding will be available upon request of rebate.
- If multiple applications are received before the next available review AND the combined rebate requested in all applications exceeds the available Program funding, a lottery will be held to determine the order in which the projects will be funded and a wait list for rebates as future funding becomes available.
- The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the Façade Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Façade Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.
- If any change in ownership of the property or business participating in the Façade Rebate Program occurs during the improvements, eligibility for the Façade Rebate Program will be suspended until a meeting with the SSA Service Provider agency staff and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
- If the same façade improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the Façade Rebate Program.

## Improvement Eligibility

- Improvements must be visible from the right-of-way and have a positive impact on the business' frontal appearance
- All improvements must be compatible with city and building zoning regulations
- All improvements must meet designated guidelines and are subject to review by the Façade Improvement Committee

<b>Eligible Improvements</b>	<b>Ineligible Improvements</b>
<ul style="list-style-type: none"><li>a. Tuck-pointing and masonry</li><li>b. Exterior Lighting</li><li>c. Window/door replacements</li><li>d. Awnings</li><li>e. New signage or sign graphics</li><li>f. Parking lot landscaping, decorative fencing, buffers, lighting, signage that face the main shopping street</li><li>g. Improvements done to vacant buildings</li><li>h. Improvements to residential structures</li></ul>	<ul style="list-style-type: none"><li>a. Roofing improvements</li><li>b. Interior improvements</li><li>c. Rear, side, alley, or secondary improvements not visible from the public right-of-way</li><li>d. New construction or additions</li><li>e. Improvements that are considered regular building upkeep or maintenance</li><li>f. Improvements planned for new buildings (constructed less than 5 years before application date), except for awnings and/or signage</li><li>g. Flower boxes and planters</li><li>h. Sidewalk café furniture</li><li>i. Parking lot improvements that face side, streets, alleys or are not visible from the main shopping street</li><li>j. Vestibules or sidewalk/door enclosures</li><li>k. Improvements completed or started prior to program approval</li></ul>

Façade improvement applicants are required to submit **two 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 and Requirements

- 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](http://www.cityofchicago.org) or call Department of Buildings (312) 743-3600 and the Department of Housing and Economic Development (312) 744-4191 to obtain this information
- All proof of city permits must be submitted prior to start of improvements
- Applicant must fully comply with all of the requirements and deadlines set forth in this application

## **Façade Improvement Application Process and Administrative Procedures**

### **Apply**

Completed applications must be submitted to the Edgewater Chamber of Commerce. Submit items along with the application:

- \$35 non-refundable application fee in the form of check or money order made payable to the Edgewater Chamber of Commerce
- Photographs of the existing building and the proposed project area
- Itemized cost estimates from at least two contractors. Specify which contractor you prefer for each task. The Commission reserves the right to reject any questionable estimates, as well as implement such additional Program rules and regulations as it deems reasonable. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own.
- An owner's deed and the 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.

### **Review**

After the completed application is received it will be reviewed by the Façade Improvement Committee. The committee will review each application, and in its sole and absolute discretion, decide which proposed projects meet the program guidelines and will provide the most positive impact on the beautification to the service area.

The committee will meet as needed as applicants submit proposed projects. All applicants will receive a response regarding eligibility within approximately six weeks of the submission of the completed application deadline. The applicant may be asked to clarify design elements at the time, if requested by the committee. In order to maximize the number of eligible projects that receive assistance, the committee may award assistance less than the allowable maximum.

### **Construction Deadlines**

Once an applicant has been approved by the committee, they will receive an approval letter in the mail (the "Approval Letter").

Once the appropriate documentation has been received by the committee, the applicant will be notified via telephone to proceed with approved renovations. Construction must be completed within 120 days of receiving notification to proceed via Approval Letter (except for extensions granted in strict compliance with the extension process set forth below). 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 applicants's project without further notice of any kind.

### **Extension Process**

Provided that the applicant has applied for the proper city building permits, the applicant may formally request an extension of up to 60 days from the SSA#26 Program Manager in writing, including documentation and the basis for why such an extension should be granted. Failure to timely submit such extension requests shall constitute a waiver of applicant's rights to participate in the extension process. The committee's decision as to grant an extension shall be at its sole and absolute discretion.

Once the work is completed, please contact the Edgewater 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, and photographs of the completed project area.

### **Rebate Distribution**

Once the façade improvements have been completed, a member of the committee will observe\* the project to determine compliance with program guidelines and pre-approved plans. Applicant must submit to the Program Manager of SSA #26 the proper city building permits if not previously submitted (or evidence of application for such permits) before payment is disbursed. When compliance is determined, the applicant will be notified and must submit either a paid notice from the selected vendor or a cancelled check to the vendor that shows all work has been paid in full. Failure to do so will result in the applicant forfeiting the award. A check will be sent once the final review has taken place 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 improvements were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs or improvements, and applicant's failure to verify these repairs and/or improvements shall not relieve the 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.

## **Resources**

*Information on permits is subject to change. Please consult the City of Chicago and/or a licensed architect/contractor for official information about permits. SSA Service Providers and their agents accept no responsibility for information that is no longer accurate.*

### **Building Permits**

Building permits are issued by the Department of Buildings, City Hall, Room 900, 121 N. LaSalle St. 312-744-3600. To apply for and access permits online, visit:

[https://www.cityofchicago.org/city/en/depts/bacp/sbc/building\\_permits.html](https://www.cityofchicago.org/city/en/depts/bacp/sbc/building_permits.html)

### **Barricade Permits**

Construction that will impact the public way requires a permit issued by the Chicago Department of Transportation. For more information, visit:

[http://www.cityofchicago.org/city/en/depts/cdot/supp\\_info/regulations\\_for\\_constructioninthepublicway.html](http://www.cityofchicago.org/city/en/depts/cdot/supp_info/regulations_for_constructioninthepublicway.html)

### **Awning Permits**

Awnings and canopies that extend two feet or more over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 N. LaSalle St., 8th Floor, (312) 744-6060. A permit for an awning that extends LESS than two feet over the public right-of-way can be issued by the Department of Buildings. For more information, visit:

[http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public\\_way.html](http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html)

### **Electrical Permits**

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



1210 W Rosedale, Chicago, IL 60660  
773-561-6000 | rachael@edgewater.org

Date Received (office use only): \_\_\_\_\_

## Edgewater Façade Improvement Program Application

1. **Building/storefront address:** \_\_\_\_\_

2. **Business at above address:** \_\_\_\_\_

3. **Applicant information**

Applicant's Name: \_\_\_\_\_

Mailing Street Address & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

4. **If other than applicant, owner of property**

Owner name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing street address & zip: \_\_\_\_\_

5. **For applicants including multiple storefronts, please list:**

Business Name	Owner's Name	Type of Business
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. **Describe proposed improvement(s) to building (attach additional sheet if necessary)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Estimates of work**

Provide a summary of all work estimates obtained for your proposed project in the tables below. Categorize each type of work under "Work A", "Work B", or "Work C". For example, if your project includes tuckpointing and painting – list tuckpointing estimates in the "Work A" table, and the painting estimates in the "Work B" table. See sample below. Provide two (2) estimates for each type of work. Copies of estimates may be attached after this page or at the end of the Application. If the selected contractor is not the lowest bidder, include an explanation.

**SAMPLE**

**Type of Improvement: Awning replacement**

Estimate	Contractor	Amount
#1	ABC Awnings	\$3750
#2	United Sign Company	\$3670
<b>Selected</b>	ABC Awnings	\$3750

**Explanation (if selected contractor is not the lowest bidder):** ABC Awnings received much better references for workmanship than the next lowest bidder.

**Type of Improvement:**

Estimate	Contractor	Amount
#1		
#2		
<b>Selected</b>		

**Explanation (if selected contractor is not the lowest bidder):**

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**8. Have you, your company, or a company at the project's address received a rebate through the Chamber's Façade Incentive Program, the SBIF (Small Business Improvement Fund) grant program, or another grant or incentive program in the last 3 years? Yes \_\_\_ No \_\_\_**

If yes, please list the properties & applicable program below:

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Incentive or Grant Program Title: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Date: \_\_\_\_\_

9. The applicant, \_\_\_\_\_ assures that the above information is true, correct and agrees to comply with all City of Chicago, State of Illinois, Federal laws and Edgewater Chamber of Commerce regulations and the specific recommendations of the Edgewater Chamber of Commerce. The applicant, also agrees that in the event of their breach of any condition or provision as described in the Façade Improvement Program parameters, or whenever it is deemed to be in the best interest of the Edgewater community, the Edgewater Chamber of Commerce has the right to terminate this agreement within thirty (30) days.

In addition, the applicant agrees to pay a \$35.00 non-refundable fee payable to the Edgewater Chamber of Commerce to cover administrative costs. This payment must be attached to the Application. If the applicant is not the owner, written consent by the owner must be provided below. I further understand that I must submit detailed cost documentation, including cancelled checks, bills, and copies of Building Permits from the City of Chicago. The applicant will not install any signage that is prohibited in this program for a term of five (5) years from the date of rebate check issued.

Applicant's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**If the applicant is not the owner of this building or property, the following line must be completed:**

I certify that I, the Trustee(s) and/or Owner of the Property at:

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Street Number	City	State	Zip
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give the above signed applicant authority to implement improvements at the property, as may be required under the Edgewater Façade Improvement Program. As the above listed property Trustee and/or owner, I further acknowledge that the Edgewater Chamber of Commerce assumes no liability in the event of any dispute between the owner/trustee and the tenant applicant concerning any external building improvement work undertaken by the tenant as a result of the tenant's participation in the Edgewater Façade Improvement Program.

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PRINT - Owner's Name or Trustee's Name and Capacity

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Signature of Owner or Trustee Date

**Statement of Understanding**

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Edgewater Façade Improvement Program and the outlined specifications as agreed to by the applicant and the committee. It is understood by the applicant that the two cost estimates, copies of building permits, contracts, insurance, and invoices and 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 AND AGREES TO DEFEND AND INDEMNIFY THE LOCAL SSA SERVICE PROVIDER (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE LOCAL SSA COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS FAÇADE REBATE PROGRAM.**

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Name: (Please Print) \_\_\_\_\_

## **Application Submission**

Submit applications to:  
SSA Program Manager  
Edgewater Chamber of Commerce  
1210 W. Rosedale  
Chicago, IL, 60660

Incomplete submissions will not be accepted; no electronic submissions. Be sure to include the following items:

- \$35 non-refundable application fee in the form of check or money order made payable to the Edgewater Chamber of Commerce
- Photographs of the existing building and the proposed project area
- Detailed plans, renderings and specifications for the proposed project, cost estimates from the two contractors – specifying which one you prefer. The committee has the right to reject any questionable estimates, and implement additional program rules and regulations it deems reasonable.
- Owner's deed and the title insurance policy showing proof of ownership (if the applicant is a tenant, he/she will need to submit owner's written consent and contact information.)