



## **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 Special Service Area (SSA) #26. SSA #26 is the funding source for assistance with 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 the area up to the first alley on the west. 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 Chamber, 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 they were submitted and will be awarded until the allocated funding for the year has been dispersed. All applications must meet the guidelines outlined in this document and are subject to review and approval by the Chamber.

The SSA #26's Façade Improvement Program is managed 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**

- The building must be located within SSA #26 (see attached map of boundaries)
- Buildings must have proof of proper zoning and City permits
- Tenant must have written consent from building owner
- 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 diversity

### **Eligible Improvements**

- Improvements must be visible from the right-of-way-and have a positive impact on the businesses 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 Chamber

### **Ineligible Improvements**

- Roofing improvements
- Rear, side, alley or secondary improvements not visible from the public right-of-way
- New construction or additions
- Buildings less than five years old (does not apply for awnings and/or signage)
- Interior improvements
- Improvements completed or started prior to program approval

Façade improvement applicants are **required to submit two detailed estimates for improvement projects**. The Chamber 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**

- Financial assistance 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](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
- A minimum of two bids from different contractors
- Detailed plans and specifications for the proposed project, cost estimates from the two contractors – specifying which one you prefer. The Chamber reserves the right to reject any questionable estimates, as well as implement such additional program rules and regulations as it deems reasonable

### **Review**

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

The Chamber will convene a committee to review applications as needed as applicants submit proposed projects. The applicant may be asked to clarify design elements, if requested by the committee. 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, they will receive an approval letter (the “Approval Letter”).** The 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).

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 application’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 in writing, including 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, the Chamber will inspect the project to determine compliance with program guidelines and pre-approved plans. When compliance is determined, the applicant will be notified and must submit either a paid invoice 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.

## **City Permit Information**

### **Building Permits**

Building permits are issued by the Department of Buildings, City Hall, Room 900, 121 N. LaSalle St., 312-744-3600.

### **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 over the public right-of-way require a permit. More information and an application can be found [here](#).



## Edgewater Façade Improvement Program Application

1. **Building/Storefront Address:** \_\_\_\_\_

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

3. **Applicant Information**

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

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

4. **If other than Applicant, Owner of Property:**

Owner Name: \_\_\_\_\_

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

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              | <i>ABC Awnings \$3750.00</i> | <i>\$3750</i> |
| #2              | <i>United Sign Company</i>   | <i>\$3670</i> |
| <b>Selected</b> | <i>ABC Awnings</i>           | <i>\$3750</i> |

**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 business, or a business at the project's address received a rebate through the Chamber's Façade Incentive Program before?** Yes \_\_\_ No \_\_\_

If yes, please list the properties below:

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

Rebate Amount: \_\_\_\_\_ Date: \_\_\_\_\_

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

Rebate Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**9. Have you, your business, or a business at the project's address received a rebate through the SBIF Program?** Yes \_\_\_ No \_\_\_

If yes, please list the properties below:

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

Rebate Amount: \_\_\_\_\_ Date: \_\_\_\_\_

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

Rebate Amount: \_\_\_\_\_ Date: \_\_\_\_\_

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

Rebate Amount: \_\_\_\_\_ Date: \_\_\_\_\_

10. 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. The applicant further understands that the applicant 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:

\_\_\_\_\_ Street  
Number City State Zip

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.

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

\_\_\_\_\_  
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:

Frank Kryzak

Edgewater Chamber of Commerce

1210 W. Rosedale

Chicago, IL 60660

Email: [frank@edgewater.org](mailto:frank@edgewater.org)

Incomplete submissions will not be accepted. 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.