




MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson
Economic and Community Development Committee

FROM: William J. Heniff, AICP, Director of Community Development 

MEETING DATE: December 11, 2023

SUBJECT: **Amendments to TIF District Programs**

At the November 13, 2023 ECDC meeting, staff introduced a series of edits pertaining to the five existing business/property grant programs:

1. Renovation & Improvement Grant,
2. Retail Business Grant,
3. Restaurant Forgivable Loan Program,
4. Business Relocation Grant, and
5. Art Grant Program (While a Program does not exist for the element, aforementioned Chapter 36 amendments will be incorporated into a new policy document)

In its simplest terms:

1. The Policies are being substantially amended to strike all of the provisions within Village Code pertaining to the Lombard Downtown TIF District.
2. All of the previous grant programs that were available to properties within the Lombard Downtown TIF District would now be available to properties within the St. Charles Road TIF 2 – East District.
3. Many edits are offered to address consistency between the various Programs as it pertains to the application process, submittal requirements, eligibility, approval process and release of funds.
4. Each program will incorporate provisions which will blend in the provisions set forth within Chapter 36 of Village Code.

From a user and staff perspective, a review of the code provisions and the Program/Policy provisions did not exactly match up to each other which can create confusion. The ultimate goal is to streamline the application and approval processes in a consistent matter.

Staff requested input from the ECDC members regarding the amendments. Discussion focused upon the lien provisions and the ECDC members referenced a desire to keep the requisite lien requirements for the Retail Business Grant Program and Restaurant Forgivable Loan Programs. Researching back to the last time this item was discussed (November, 2013), the ECDC did offer its comments and recommendation to require the lien, but upon a request by the applicant to the Village Board, the Board could waive the lien provision. At that time, staff offered some considerations the Village Board could consider justifying such an action, so the action would not be perceived as being arbitrary. Two memoranda pertaining to this discussion as well as a part of the November 25, 2013 ECDC minutes are offered for reference.

Given the ECDC latest comments, staff intends to keep the existing lien requirement for the two aforementioned grants within the amended Policies. The final draft of the grant programs is offered for final review.

ACTION REQUESTED

Staff requests the ECDC complete a final review of the Program/Policy amendments and request that the ECDC offer their recommendation for future Village Board consideration.



MEMORANDUM

TO: Tim Sexton, Acting Village Manager

FROM: William Heniff, AICP, Director of Community Development *SH*

DATE: December 19, 2013

SUBJECT: Downtown Retail Business Grant Program Revisions

Background

The Downtown Retail Business Grant Program was created in September 2005 with the purpose of attracting retail businesses and assisting existing businesses within the Downtown TIF and St. Charles Road TIF 1 West. Eligible businesses may receive a reimbursement of up to 50% of qualified expenditures (up to \$20,000) on build-out costs and other specified expenditures.

Proposed Changes

At two previous Economic and Community Development Committee (ECDC) meetings, staff proposed edits of clarity to the Downtown Retail Business Grant Program Guidelines and discussed a policy change for the lien provision. The ECDC directed staff to add criteria to help guide the ECDC and Village Board of Trustees to justify a waiver of the lien provision, if in the best interest of the Village. The criteria were discussed with the ECDC and are noted in the Downtown Retail Business Grant Program Policy. Staff reviewed Section 36.70 of the Village Code and upon review, no code amendments are needed.


ACTION REQUESTED

The ECDC recommends that the Village Board of Trustees make a motion to approve the revised Downtown Retail Business Grant Program Policy.



MEMORANDUM

TO: Trustee Laura Fitzpatrick, Chairperson
Economic & Community Development Committee Members

FROM: Jennifer Ganser, Assistant Director of Community Development 

DATE: November 25, 2013

SUBJECT: Retail Business Grant Program

At the last ECDC meeting, staff was directed to come up with criteria to justify a waiver of the lien provision for the Retail Business Grant Program, if in the best interest of the Village. Though the ECDC and Village Board of Trustees have no obligation to grant a waiver of the lien provision, below are criteria that could be considered in that discussion.

- Demonstrated relationship between property owner and business owner showing the ownership to the property and business is essentially the same
- Length of time the business has been in operation
- Number of locations the business currently has open
- Relocation of a local business to downtown
- Expansion of an existing downtown business

The burden would be on the business owner to demonstrate why the lien provision should be waived. The Village Board has the option to amend portions of the program on a case by case basis. These criteria may help establish if a business should be granted a waiver.

ACTION REQUESTED

Staff asks the ECDC to consider the criteria and recommends the ECDC direct staff to incorporate the criteria into the Retail Business Grant Program guidelines.

portion of the Retail Business Grant. *For example, if a Retail Business Grant were approved for a new retail business in an amount of \$20,000, the businesses owner could get the first \$10,000 upon issuance of the Final Certificate of Occupancy. The remaining \$10,000 would be provided over a 5 year period (\$2,500/year) for every full year the business is in operation.*

B. All restaurants shall be eligible to receive the maximum grant amount of twenty thousand and no/100 dollars (\$20,000) upfront after the improvements have been completed and all final inspections have been completed.

14. **Property Lien.** All businesses and properties, except restaurants, who receive upfront Retail Business Grant money shall be subject to a lien to be recorded against title to the property, with the property owners written consent, to cover the pro rata share of capital costs paid upfront. One-fifth (1/5) of the lien shall be forgiven for each full year that the business operates at the project location. Release of the lien will be recorded by the Village five (5) years after the recording of the lien, or earlier if repayment of the upfront Retail Business Grant amount (or applicable portion thereof) is made to the Village. In the event that a business receiving an upfront Retail Business Grant were to close within the time period that the lien is in effect, the property owner shall have a maximum of ten (10) years from the time the upfront Retail Business Grant amount was paid or until December 31, 2023, whichever occurs first, or immediately upon the sale or transfer of the property, to repay the Village any remaining balance of the lien. If the space is legally occupied with a new tenant (retail or service), each remaining year(s) left on the lien shall be forgiven for each full year that the new business(es) remain open. In the event that after the ten (10) years or on December 31, 2023, whichever occurs first, the property owner was unable to successfully lease the space to a new tenant(s) for not less than a combined five (5) years, the balance of the Retail Business Grant shall be paid to the Village. In unique situations a business may request a waiver of the lien provision. Staff will meet with the business to review and discuss various items with the business. The waiver of the lien provision is subject to review by the ECDC with ultimate approval or denial by the Village Board of Trustees.

15. **Business Plan.** Business plans should not exceed sixteen (16) double-spaced pages including exhibits. All business plans shall be reviewed by the College of DuPage Small Business Development Center (SBDC) prior to submitting same to the Village. The SBDC review requirement may be waived by the Director of Community Development. The business plan should include as many of the following as possible:

- A. Description of your business and industry
 - 1. Your business
 - 2. The industry and its history
- B. Features and advantages of your product
 - 1. Description
 - 2. Competitive advantage
 - 3. Proprietary position
 - 4. Future potential

Ordinance establishing regulations to Section 90 of the Lombard Village Code to limit the sale of animals associated with temporary sales activity. (DISTRICTS - ALL)

Trustee Fitzpatrick directed the ECDC to the draft ordinance. Mr. McNicholas had two comments that staff will incorporate into the draft ordinance: in 90.50 (B) a 501c3 should be in existence for at least 1 year, and in 90.90 the fines should be \$50 per animal per day with a maximum fine of \$750. He also noted that Veterinary Associations have national standards regarding cage size and the number of animals per cage.

On a motion by Mr. McNicholas, seconded by Mr. LaVaque, a recommendation of approval to the Village Board of the ordinance amending Title 9, Chapter 90 of the Lombard Village Code in regard to the temporary sales of animals.

[130533](#)

Retail Business Grant Program

Motion to approve the revised Downtown Retail Business Grant Program Policy as recommended by the Economic and Community Development Committee. (DISTRICTS #1 and #4)

Mr. Nielsen arrived at 7:18pm.

Ms. Ganser reviewed the staff memo on guidelines that can be used to determine if the lien portion of the Retail Business Grant should be waived. Mr. McNicholas said he feels it is ok for staff to review the criteria with the business. Mr. Nielsen said staff could be subjective and the guidelines need objectivity. Mr. McNicholas asked if there is an application fee. Mr. Heniff said no. Mr. McNicholas said a business should first meet with staff to go over the request for a lien waiver. Trustee Fitzpatrick clarified that the request for a waiver of lien is still subject to review by the ECDC and approval from the Board of Trustees. Mr. Heniff said yes that that staff can add these guidelines to future memos to the ECDC.

6.0 New Business

[130567](#)

Downtown Improvement and Renovation Grant Program

Request for a grant for new signage at 15 North Main Street. (DISTRICT #4)

Ms. Ganser reviewed the memo for a grant request at 15 N. Main Street for a new sign. Staff and the Lombard Town Centre Design Committee do not support the request because it does not meet the criteria of the Downtown Revitalization Project Guidebook. The sign does meet the standards of the Lombard Village Code. Mr. Jorgji introduced his

~~DOWNTOWN AREA~~ IMPROVEMENT AND RENOVATION GRANT PROGRAM POLICY 2021~~4~~

The purpose of the ~~Downtown Area~~ Improvement and Renovation Grant Program is to increase the economic viability of ~~Downtown Lombard~~ identified area by improving the aesthetics of the buildings and properties, improving signage, accessibility and increase the availability and ease of parking. The ~~Downtown Area~~ Improvement and Renovation Grant Program will offer a one-for-one matching grant for selected exterior improvements. This Program is intended to complement and support the Village's plans to maintain a quality TIF Districts~~downtown area~~. The ~~Downtown Area~~ Improvement and Renovation Grant Program is to create a more attractive area through a private/public partnership.

The Program is administered through the Department of Community Development, with grant review and approval authority by the Economic and Community Development Committee (ECDC) and the Village Board.

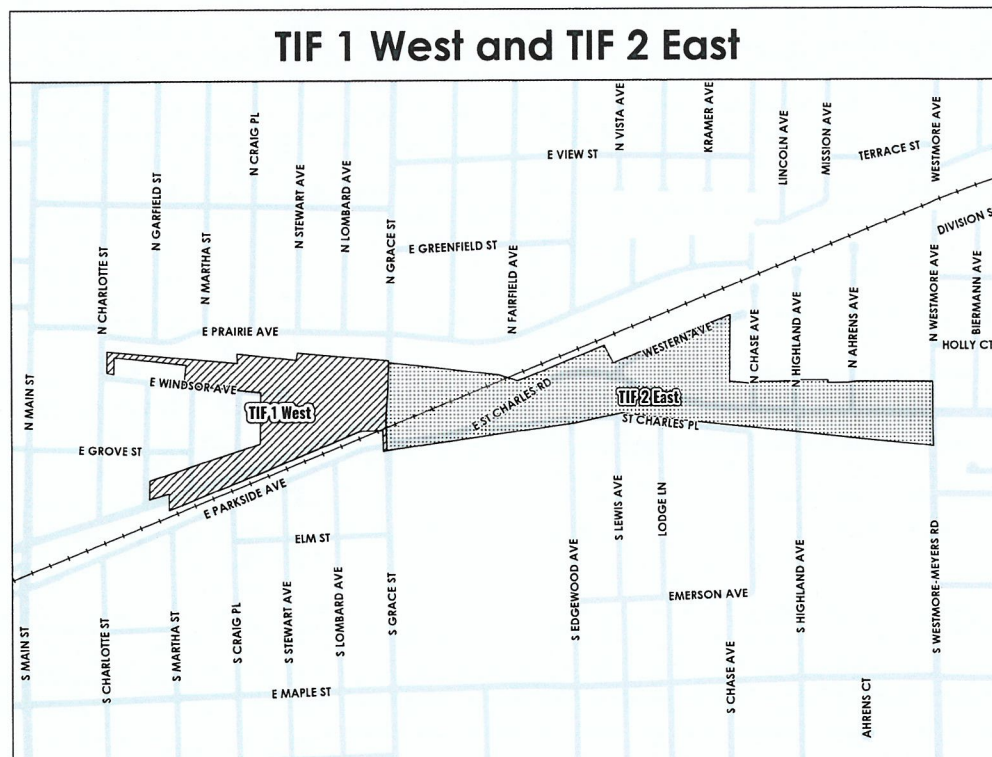
Grant Eligibility

1. **Qualifications.** In order to Qualify for the ~~Downtown Area~~ Improvement and Renovation Grant Program, the building must be located within one of the following Tax Increment Financing Districts (TIF) in Lombard:

~~Lombard Downtown TIF District~~

Lombard St. Charles Road TIF 1- West District

Lombard St. Charles Road TIF 2- East District



2. **Improvements.** Eligible improvements may include façade renovation, lights, signs, graphics, windows, doors, window displays, awnings, landscapes, exterior accessibility accommodations and parking improvements. Grant funds are available for improvements to existing buildings that are at least ten (10) years old. Façade renovation of upper floors is also eligible if first floor improvements are approved simultaneously. The sides of commercial buildings which are highly visible from main shopping streets are also eligible. If a property receives notification from Code Administration on a potential violation, the ECDC has discretion to deem the proposed improvement eligible or not.
3. **Eligible Funding Amounts.** The program allows a building to receive up to a fifty percent (50%) matching grant. A building that has multiple tenant spaces, or condominium units, may apply for one façade grant and may receive up to a 50% matching grant. Grants up to \$10,000 are approved by the ECDC. All grants above \$10,000 must be approved by the Village Board. The maximum grant amount for a building in its entirety is capped at \$50,000, although requests for grants above \$50,000 will be considered by the Village Board on a case-by-case basis if extraordinary conditions exist. Individual businesses may also apply for the ~~Downtown~~ Retail Business Grant and the ~~Downtown~~ Restaurant Forgivable Loan, as long as those programs and corresponding funding are available at that time.
 - A. Signage and Awnings: Businesses are allowed to apply more than once for the program at the same location. New applications are allowed seven (7) years after the initial request. Subsequent applications for signage and awnings at the same location, by the same applicant/business, will be eligible for the fifty percent (50%) grant as long as the contract price is \$2,000.00 or less. If an applicant/business relocates a signage or awning at the new location they would be eligible for the 50% matching grant. If a new tenant or property owner acquires the property they would be eligible for a 50% matching grant for their first signage or awning request.
 - B. Accessibility Improvements: Exterior accessibility improvements that meet the provisions of the Illinois Accessibility Code (IAC) or the Americans with Disabilities Act (ADA), whichever regulation is applicable, are exempt from the \$50,000 cap on improvements, but are still subject to Village review and approval on a case by case basis. Exterior accessibility enhancements that are not required by applicable codes but enhance accessibility, as determined by the Village's Accessibility Coordinator, may be also eligible for grant funding, subject to final review and approval by the ECDC and/or Village Board.
4. **Ownership.** Eligible applicants include:
 - A. owners of commercial, office, ~~residential or~~ mixed-use buildings or property (excluding single-family residences); or
 - B. business owners of a commercial or office tenant space. Business owners who are tenants of commercial buildings must provide written consent from the building owner for all proposed improvements.

5. **Fees.** Professional, architectural, engineering, and Village building permit fees may be included in the total improvement costs. The Downtown Improvement and Renovation Grant Program will fund up to twenty-five percent (25%) or \$1,500, whichever is less. There are no application fees to apply for the grant program. However, if a business or property owner owes money to the Village, all accounts must be current before any portion of the grant is disbursed.
6. **Conformance.** All improvements must conform to ~~current building and zoning codes of the Village Code of Lombard and to~~ minimum design criteria developed for the Downtown Improvement and Renovation Grant Program as outlined in the “Downtown Lombard Improvement Plan” dated March 26, 1987 as well as the Downtown Lombard Revitalization Guidebook, dated May 23, 2011. The property owner or representative must complete the pre-application, and must be prepared to comply with all federal and local laws, ordinances, and regulations.
7. **Process.** The applicant must submit an application for the Program to the Community of Development Department. A separate request for ~~a building permit and other companion~~ permits and licenses shall be submitted to the Community Development Department for review Village. The Director of Community Development or their designees, shall review the application and all supporting documentation. The applicant, or their designee, shall be present at the ECDC meeting to make a brief presentation on the request.
8. **Timing.** If approved, the applicant has twelve (12) months from the date of the final grant approval by the ECDC or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. If the project has not started within twelve (12) months or completed within the eighteen (18) months from the approval of the grant, the applicant must reapply to either the ECDC or Village Board (whichever entity provided approval) for a time extension. If the applicant does not reapply, the grant approval shall automatically expire.
9. **Appeals.** If the grant was ~~denied~~ not recommended for approval by the ECDC, the applicant may resubmit the application after addressing the application deficiencies or appeal the decision to the Village Board. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will review the appeal and make the final determination of the grant application.

If the application ~~was~~ denied by the Village Board, the applicant may resubmit after addressing the concerns of the Board.

Design and Selection Process Criteria

The design and selection process will follow the recommendations of the ~~“Downtown Lombard Improvement Plan” dated March 26, 1987 as well as the~~ Downtown Lombard Revitalization Guidebook, dated March 23, 2011 as well as any other applicable adopted Village Plans. The

improvement plan provides recommendations for the enhancement of building facades, efficient and appropriate land use, parking, and traffic circulation. A copy of the aforementioned documents are available at the Community Development Department and on the Village's website.

Procedural Requirements

Participants in the Program must accomplish the following steps:

1. An applicant must first meet with the Director of Community Development, or their designee, to review the proposal. Upon completion of the initial review, the applicant shall submit the following documents to the Community Development Department:
 - a. A completed application form;
 - b. Preliminary renovation and improvement plans (the Village reserves the right to request additional plans, drawings or exhibits that may be necessary in order to process the request);
 - c. Three detailed and uniformly quoted contractor cost estimates (if the request is exclusively for an accessibility enhancement and the grant request does not exceed \$1,000.00, the need for two additional quotes may be waived by the Director);
 - d. Proof of ownership, lease, and/or owner's approval.
2. After review and approval by the ECDC and/or Village Board, the applicant shall proceed as follows:
 - a. Submit final plans and cost estimates to the Department of Community Development and apply for ~~proper~~ building permits;
 - b. Upon issuance of the building permit improvements and renovations may start. All necessary inspections should be coordinated through the Village's Building Division.
 - c. Upon completion of the project and after all final inspections have been approved, the eligible and approved grant elements will be inspected by the Village for conformance with the grant application. The applicant shall provide the Village with a copy of final receipt(s) showing that the approved grant project was paid in full, a waiver of lien from the contractor(s), and a completed Internal Revenue Service (IRS) W-9 form. Upon receipt and final review, the Village shall issue a reimbursement check in an amount not to exceed the approved grant request.

All improvements and renovation plans must follow current code requirements. Improvements made and expenses incurred prior to approval of the application and execution of the agreement

are not eligible. In exchange for a grant approval, the business owner and any subsequent owner agrees to maintain the business in accordance with local codes, and agrees not to substantially change the use of the building for three (3) years after completion of the improvements without written approval from the Director. Grant recipients shall be obligated to notify the Village should the property be placed on the real estate market for sale.

Failure to maintain the business in accordance with local codes or negatively changes the use of the business or interior space will require full repayment of grant funds to the Village. This requirement may be waived by the Director of Community Development on a case-by-case basis.

Please call 630-620-575049, or email cd@villageoflombard.org, for further information or to set up an appointment.

Village of Lombard
Community Development Department
255 E. Wilson Avenue
Lombard, IL 60148

~~DOWNTOWN~~ RETAIL BUSINESS GRANT PROGRAM POLICY 202416

The purpose of the ~~Downtown~~ Retail Business Grant Program (hereinafter the “Program”) is to increase the economic viability of ~~Downtown~~ Lombard by attracting targeted retail businesses and assisting existing businesses in the Eligible TIF Districts. The program will offer a 50% matching grant for eligible expenditures associated with helping the start-up of new retail businesses or the expansion of existing retail businesses. Priority will be given to businesses that best complement the Eligible TIF Districts’ retail mix and help strengthen existing retail clusters. Grant ~~monies~~ funds derive from TIF funds, and therefore priority will be given to businesses with projected tangible benefits to the TIF area.

Eligible TIF Districts

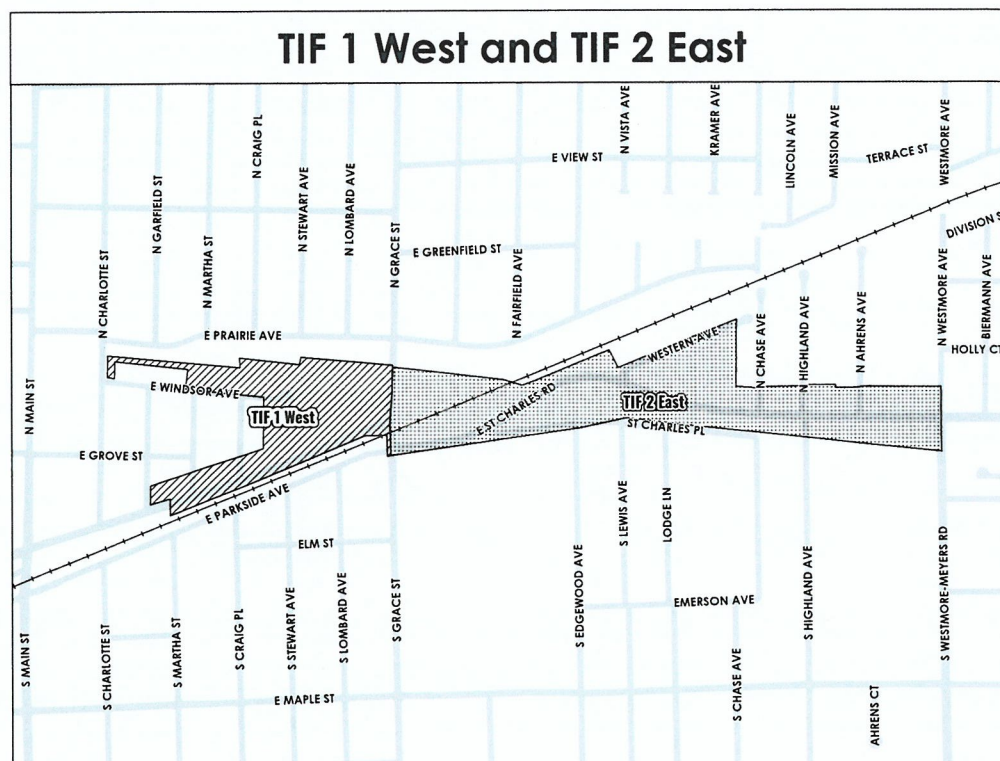
The Program will only be offered to businesses located within the ~~Lombard Downtown TIF District or the Lombard St. Charles Road TIF District I (West) or the Lombard St. Charles Road TIF District II (East)~~ (“hereinafter the “Eligible TIF Districts”). The boundaries of the Eligible TIF Districts are shown on Figure 1 below. ~~An existing business in Lombard that is outside of the TIF boundaries would not be eligible for funds unless it opens an additional location within the boundaries of the Eligible TIF Districts.~~

Figure 1. Eligible TIF Districts

~~Lombard Downtown TIF District~~

~~Lombard St. Charles Road TIF I (West)~~

~~St. Charles TIF 2- East~~



Program Eligibility

Eligibility requirements are as follows:

1. **Expenditures.** The following items shall be considered eligible expenditures:

Capital Costs- Those costs associated with improvements which are permanently affixed to the building, which are not specific to the use, and which do not restrict the future use of the building. Some examples include, but are not limited to: life safety and Americans with Disabilities Act accessibility code requirements, repair/replacement of roof, floors or structural walls; repair/replacement of electrical, plumbing, heating or cooling system; and installation of an elevator, sprinkler and fire or smoke alarm system.

Soft Costs- For purposes of this Program, the following items shall be considered soft costs and may be eligible for the Program: first three (3) months of rent (existing business must move into a new space in the Eligible TIF Districts or expand their existing space), signage, moving expenses, visual merchandising, retail consulting, and licensed space designer (ASID). Soft costs shall not exceed twenty-five percent (25%) of the total eligible expenditures.

****The Program does not cover costs associated with production equipment, media marketing/advertising, payroll, day-to-day operational costs (e.g. utilities, taxes, or maintenance), refuse, or product.**

2. **Expansion.** If a business is seeking a Retail Business Grant for an expansion, a minimum investment of ten thousand and no/100 dollars (\$10,000) is required. If the expansion is associated with a service business with a substantial retail component, twenty-five percent (25%) of the total leasable floor area shall be dedicated to the new retail component, and only those costs associated with the expansion of the retail area shall be eligible. All expanding businesses shall provide financial statements for the past three (3) years demonstrating revenue from both retail and service activities.
3. **Amount.** Participants will be eligible for up to twenty thousand and no/100 dollars (\$20,000). Participants must expend verified funds and then will be reimbursed for eligible expenditures up to, but not exceeding, fifty percent (50%) of eligible expenditures. The Program shall not exceed twenty thousand and no/100 dollars (\$20,000) per participant. All Retail Business Grant requests shall require Village Board approval.
4. **Ownership/Lease.** Applicants must either own or have a minimum three (3) year lease in a first floor retail location along a public street. In some instances, approval may be contingent upon receipt of a copy of a written lease between a landlord and the applicant.
5. **Occupancy**- Businesses who receive Retail Business Grant ~~funds~~money shall remain open at the location identified in their grant application for at least five (5) years from the date of the original Retail Business Grant disbursement. The Village shall be reimbursed by the applicant for any fees, including but not limited to attorney's fees associated with enforcement of this Program.

6. Eligible Businesses.

- A. Priority will be given to retail businesses that best complement the Lombard downtown retail mix. A list of targeted retail categories is as follows: clothing stores, produce market, cd/music store, design/decoration/furniture, electronics, home improvement, specialty foods, crafts/toys/hobbies, custom jewelry, kitchen/home accessories, children's products, entertainment venues (which complement restaurants in the vicinity of the property downtown), specialty retail, computer store, shoe store, and art shops/galleries. Other stores may be eligible for the Program, subject to review by the Economic and Community Development Committee (the "ECDC").
- B. Service businesses with a substantial retail component, as defined by having twenty-five percent (25%) of its gross income and gross floor area, open to public and dedicated to retail sales activity, are potentially eligible for the Program. The dollar amounts awarded to service businesses with a substantial retail component will be a function of the amount and nature of the retail component associated with the business. For service businesses with substantial retail components that were previously in operation, sales data shall accompany the application. For start-up new service businesses with substantial retail components, up to half of the maximum possible Retail Business Grant award (i.e., no more than ten thousand and no/100 dollars (\$10,000)) can be awarded with the start-up of the business. Notwithstanding the procedural requirement that prohibits applications after a Certificate of Occupancy has been issued, a start-up new service business applicant who is granted half of an award has the ability to make a second application for an additional half of an award (i.e., no more than ten thousand and no/100 dollars (\$10,000)) after a one (1) year period of time, with the ECDC considering the retail sales tax figures as part of the second application.
- C. Resale store and service businesses without a substantial retail component are not eligible for the Program.

- 7. **Fees.** Professional, architectural, engineering, and Village permit fees may be included in the total improvement costs. The Program will fund up to twenty-five percent (25%) or one thousand five hundred and no/100 dollars (\$1,500), whichever is less, of architectural rendering fees prior to approval of the improvements. All requests for architectural rendering fees prior to approval must have proper documentation and invoices. There are no application fees associated with the Program. However, if an applicant owes money to the Village, all accounts must be brought current before any portion of the Retail Business Grant is disbursed.

~~8. **Main Street Organization.** Recipients of a Retail Business Grant through the Program must maintain an active membership in the Lombard Town Centre organization.~~

~~9.8. **Conformance.** All improvements must conform to current building and zoning Village codes of the Village of Lombard. Any exterior improvements completed in the Lombard~~

Downtown TIF District must conform to the ~~minimum design criteria~~ outlined in the “Downtown Lombard Improvement Plan” dated March 26, 1987. The business owner must maintain the property in compliance with all federal and local laws, ordinances, and regulations.

~~10.9.~~ **Administration.** The program will be ~~jointly~~ administered by the Department of Community Development ~~and Lombard Town Centre~~. All applications will be reviewed by the ECDC. The ECDC will forward a recommendation to the Village Board, who will then determine whether the Retail Business Grant should be approved. A separate request for ~~a building permit, an electrical permit, and/or other building permits and licenses~~ shall be submitted to the ~~Community Development Department~~ Building Division.

~~11.10.~~ **Evaluation.** The ECDC will review all applications on an ~~as-needed~~ requested basis. Proposals shall be evaluated on their viability, their contributions to the Eligible TIF Districts’ retail mix, their support to the Village tax base and their completeness and eligibility. An applicant may be required to submit a personal financial statement. A successful business plan will convey the most promising combination of financial feasibility, product and market knowledge, growth potential, job creation and financial need.

~~12.11.~~ **Timing.** If approved, the applicant has twelve (12) months from the date of the grant approval by the ~~Economic and Community Development Committee~~ or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. If the project has not started within twelve (12) months or completed within the eighteen (18) months from the approval of the grant, the applicant must reapply to either the ECDC or Village Board (whichever entity provided approval) for a time extension. If the applicant does not reapply, the grant approval shall automatically expire.

~~13.12.~~ **Appeals.** If the application is ~~rejected~~ not recommended for approval by the ECDC, the applicant may resubmit the application after addressing the application deficiencies, or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development within ten (10) days of the rejection, with said letter stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will ~~then address the appeal at a Village Board meeting and~~ make a final determination relative to the application. The denial of ~~an application the appeal~~ by the Village Board shall not preclude an applicant from submitting a new application for the Program. The Village Board has the right to amend or waive Program terms and conditions to accommodate special circumstances.

~~14.13.~~ **Payments and Reimbursement.** Grants shall be paid out as follows:

- A. Retail Businesses and service businesses with a substantial retail component, shall only be eligible to receive a maximum of fifty percent (50%) of the approved Retail Business Grant amount upfront (maximum of ten thousand and no/100 dollars

(\$10,000)), after the improvements have been completed, all final inspections have been completed, and a Final Certificate of Occupancy has been issued. Retail businesses who receive Retail Business Grant dollars upfront shall be subject to a lien on the property in an amount equal to their proportionate share of capital costs paid upfront by the Village. The remaining fifty percent (50%) of any Retail Business Grant (maximum of ten thousand and no/100 dollars (\$10,000)) shall be reimbursed to the business over a five (5) year period starting from the time the improvements have been completed, all final inspections have been completed, and a Final Certificate of Occupancy has been issued. For every full year the business is in operation, twenty percent (20%) of the remaining amount of the Retail Business Grant shall be paid to that business. In the event the business closes within the five (5) years, the Village shall have no obligation to payout any remaining portion of the Retail Business Grant. *For example, if a Retail Business Grant were approved for a new retail business in an amount of \$20,000, the businesses owner could get the first \$10,000 upon issuance of the Final Certificate of Occupancy. The remaining \$10,000 would be provided over a 5 year period (\$2,500/year) for every full year the business is in operation.*

- B. All restaurants shall be eligible to receive the maximum grant amount of twenty thousand and no/100 dollars (\$20,000) upfront after the improvements have been completed and all final inspections have been completed.

~~15.14.~~ **Property Lien.** All businesses and properties, except restaurants, who receive upfront Retail Business Grant money shall be subject to a lien to be recorded against title to the property, with the property owners written consent, to cover the pro rata share of capital costs paid upfront. One-fifth (1/5) of the lien shall be forgiven for each full year that the business operates at the project location. Release of the lien will be recorded by the Village five (5) years after the recording of the lien, or earlier if repayment of the upfront Retail Business Grant amount (or applicable portion thereof) is made to the Village. In the event that a business receiving an upfront Retail Business Grant were to close within the time period that the lien is in effect, the property owner shall have a maximum of ten (10) years from the time the upfront Retail Business Grant amount was paid or until the end of the life of the applicable TIF District December 31, 2023, whichever occurs first, or immediately upon the sale or transfer of the property, to repay the Village any remaining balance of the lien. If the space is legally occupied with a new tenant (retail or service), each remaining year(s) left on the lien shall be forgiven for each full year that the new business(es) remain open. In the event that after the ten (10) years or the end of the life of the applicable TIF District December 31, 2023, whichever occurs first, the property owner was unable to successfully lease the space to a new tenant(s) for not less than a combined five (5) years, the balance of the Retail Business Grant shall be paid to the Village. In unique situations a business may request a waiver of the lien provision. Staff will meet with the business to review and discuss various items with the business. The waiver of the lien provision is subject to review by the ECDC with ultimate approval or denial by the Village Board of Trustees.

~~16.15.~~ **Business Plan.** Business plans should not exceed sixteen (16) double-spaced pages including exhibits. All business plans shall be reviewed by the College of DuPage Small

Business Development Center (SBDC) prior to submitting same to the Village. The SBDC review requirement may be waived by the Director of Community Development. The business plan should include as many of the following as possible:

- A. Description of your business and industry
 - 1. Your business
 - 2. The industry and its history
- B. Features and advantages of your product
 - 1. Description
 - 2. Competitive advantage
 - 3. Proprietary position
 - 4. Future potential
- C. Market research and analysis
 - 1. Definition of your customers and markets
 - 2. Market size and trends
 - 3. Competition
- D. Estimated market share and sales
 - 1. Market plan
 - 2. Market strategy
 - 3. Pricing
 - 4. Sales tactics
 - 5. Service and warranty policies
 - 6. Advertising, public relations and promotions
- E. Design and development plans
 - 1. Development status and tasks
 - 2. Difficulties and risks
 - 3. Costs
- F. Operation plans
 - 1. Business location
 - 2. Facilities and improvements
 - 3. Strategy and plans
 - 4. Labor force
- G. Management Team
 - 1. Key management personnel (credentials/resume)
 - 2. Management assistance and training needs
- H. Overall Schedule
 - 1. Timing of critical activities before opening (e.g. company incorporation, signed lease, suppliers ordered, employees hired, opening date)
 - 2. Timing of critical activities after opening, (e.g. expansion, product/service extension)

- I. Critical risks and problems (how will you respond?)
 1. Price cutting by competitors
 2. Unfavorable industry-wide trends
 3. Operating cost overestimates
 4. Low sales
 5. Difficulties obtaining inventory or supplies
 6. Difficulty in obtaining credit
 7. Lack of trained labor
- J. Financial Plan
 1. Profit and loss forecasts for 3 years (first year monthly)
 2. Cash flow projections for 3 years
 3. Performance balance sheet at start-up, semi-annually in the first year and at the end of 3 years

17.16. Procedural Requirements. Participants in the Program must accomplish the following steps:

- A. Applicants for the Program should contact the Department of Community Development ~~or Lombard Town Centre~~ for applications. Applications are available on the Village website or may be obtained from and submitted to ~~either~~:

Dept. of Community Development
225 E. Wilson Avenue
Lombard, IL 60148
630.620.5749

~~Lombard Town Centre~~
~~2 S. Park Avenue~~
~~Lombard, IL 60148~~
~~630.620.8063~~

- B. Candidates shall submit the following documents
 1. Application form;
 2. Preliminary plans and preliminary cost estimates;
 3. Business plan;
 4. Details of signage and/or awning design; and
 5. Proof of ownership, lease, and/or owner's approval.
- C. The Community Development Department shall review the completed applications to ensure all required items have been submitted prior to scheduling the item for review by the ECDC. Incomplete applications will not be processed until all items have submitted. The Director of Community Development may waive certain items if deemed necessary.
- D. Prior to or aAfter review by the ~~Economic and Community Development Committee~~, and approval of the Retail Business Grant by either the ~~Economic and Community Development Committee~~ or the Village Board, depending upon the amount of the Retail Business Grant, a "Retail Business Grant Program Agreement~~Certificate of Eligibility~~" will be forwarded to the owner/applicant.

- E. Upon receipt ~~and execution of the Agreement of the “Certificate of Eligibility”~~, the owner and/or applicant shall proceed as follows:
1. Submit final plans and cost estimates to the Department of Community Development and apply for ~~proper requisite~~ building permits.
 2. Submit ~~three (3) the~~ contractor bids for the work outlined in the application ~~as provided for within the grant application~~. Also, indicate the preferred contractor.
 - ~~3. Submit a fully executed Grant Agreement.~~
- ~~F. Upon receipt of the items set forth above, a “Notice to Proceed” shall be forwarded to the owner/applicant by a representative of the Department of Community Development.~~
- ~~G.F.~~ Upon issuance of the “Notice to Proceed”, improvements and renovations may start after the required building permits have been issued. All necessary inspections should be coordinated through the Village’s Community Development Department, Building Division.
- ~~H.G.~~ Prior to the issuance of any Retail Business Grant funds, the applicant must submit to the Village a completed Illinois sales tax release form.
- ~~I.H.~~ No Retail Business Grant funds shall be disbursed unless all Project-related activities are undertaken in compliance with all applicable provisions of both the Program Policy and Village Code and until the Village receives an affidavit from the Retail Business Grant recipient containing his or her sworn statement that he or she has paid the approved cost of the Project. Original paid receipts and final waivers of lien must be attached to the affidavit. Upon receipt of the approved affidavit, receipts, and final waiver of liens the Village will release Grant funds in accordance with the Program, subject to proper documentation.
- ~~J.I.~~ Upon completion of the project and after all final inspection from the Building Division have passed, the building will be inspected by a representative of the Planning Services Division for conformance with the application.
- ~~K.J.~~ All eligible expenditures will be matched by the Village of Lombard at fifty percent (50%) of costs as designated by an appropriate receipt or invoice. Overall costs may be submitted up to forty thousand and no/100 dollars (\$40,000) within twelve months after registering the business with the Village ~~of Lombard~~ or applicant approval of the Program if the business is already registered.
- ~~L.K.~~ All businesses must submit applications and complete review by the ECDC prior to the ~~start of construction opening of the business~~ in the Eligible TIF Districts. Once a Certificate of Occupancy has been issued ~~for a business~~, the business is no longer eligible to apply to the Program unless the application is for an expansion meeting the Program criteria. ~~A new or expanding business either must open for business or have expanded their business within nine months from the date of~~

~~grant approval, or all grant funds shall be forfeited.~~

M.L. Capital costs associated with eligible expenditures made to a tenant space, prior to an eligible business and/or property owner making a formal Retail Business Grant request relative to said tenant space, may be included in the formal Retail Business Grant request, provided:

1. The expenditures were made within the eighteen (18) month period immediately preceding the formal Retail Business Grant request; and
2. Prior to proceeding with said expenditures, the applicant for the Retail Business Grant advised the Village staff of said proposed expenditures, and received the approval of the ECDC and the Village Board relative to said expenditures being eligible expenditures if a formal Retail Business Grant request were to be filed and approved, and Retail Business Grant funds are still available.

For further information contact:

**Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148
(630) 620-574950**

or

**~~Lombard Town Centre
2 S. Park Avenue, Lombard, IL 60148
(630) 620-8063~~**

**~~DOWNTOWN~~ RESTAURANT FORGIVABLE LOAN
PROGRAM POLICY
202415**

The purpose of the ~~Downtown~~-Restaurant Forgivable Loan Program (hereinafter the “Program”) is to increase the economic viability of properties within the eligible TIF Districts Downtown Lombard by encouraging more restaurants. The Program will offer a forgivable loan for up to one-third (1/3) of the costs associated with the renovation of storefront or office space for use as a sit-down restaurant, as defined within Section 155.802 of Village Code (hereinafter the “Forgivable Loan”). ~~This Program is intended to complement and support the Village’s plans to maintain a quality downtown.~~ Restaurants are considered desirable uses ~~for the downtown~~ in that they can create more activity within the designated TIF Districts downtown after business hours and bring more pedestrian traffic by other businesses in the downtown. The intention of the Program is to create a more viable and attractive area through private/public partnership.

Eligible TIF Districts

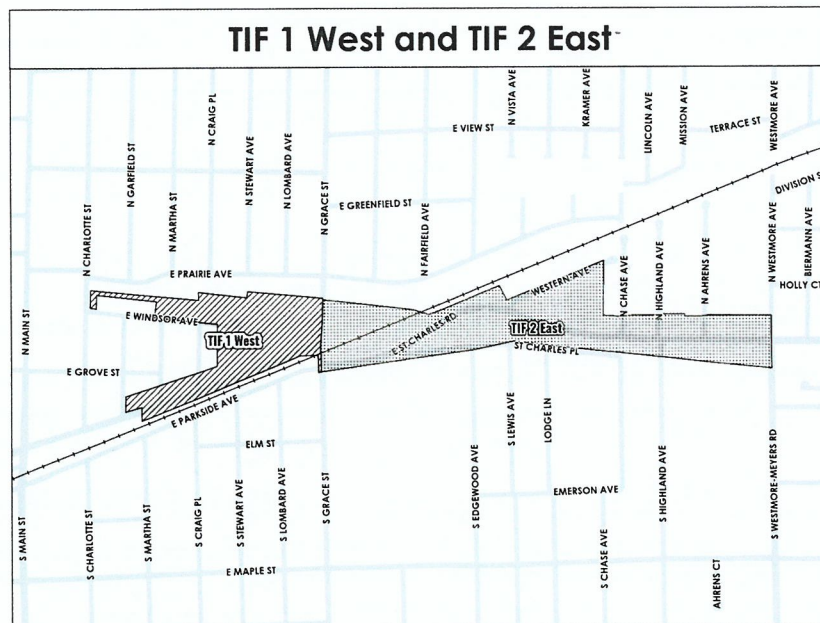
The Program will only be offered in relation to buildings located within the ~~Lombard Downtown TIF District~~ or the Lombard St. Charles Road TIF District I (West) or the Lombard St. Charles Road TIF District II (East) (“hereinafter the “Eligible TIF Districts”). The boundaries of the Eligible TIF Districts are shown on Figure 1 below.

Figure 1. Eligible TIF Districts

~~Lombard Downtown TIF District~~

Lombard St. Charles Road TIF I (West)

St. Charles Road TIF II (East)



Program Eligibility

Eligibility requirements to receive a Forgivable Loan for the renovation of storefront or office space for use as a restaurant (the “Project”) are as follows:

1. **Improvements.** Eligible improvements include code required improvements; life/safety improvements; repair work to floors, walls, and ceilings; upgrading/retrofitting mechanical systems; demolition; space reconfiguration; installation cost of permanent fixtures (except as noted below); finishing work (i.e. painting, coverings for ceilings, walls and floors), and soft costs (i.e. building permits, space/floor plans). The Program does not cover costs associated with trade fixtures or equipment specific to the business.
2. **Amount.** The cost of the Project must be no less than five hundred dollars (\$51,000.00) in order to be considered eligible for the Program. Approved applicants under the Program are eligible to receive a forgivable loan for up to one-third (1/3) of the cost for eligible improvements. Loans for up to ten thousand dollars (\$10,000) can be approved by the Economic and Community Development Committee (ECDC). All Forgivable Loans above ten thousand dollars (\$10,000) must be approved by the Village Board, upon recommendation by the ~~Economic and Community Development Committee~~. The maximum forgivable loan amount is one hundred thousand dollars (\$100,000).
3. **Ownership.** Eligible applicants include the owners of commercial, office or mixed-use buildings or tenants of a commercial, office, or mixed use buildings who have obtained the building owner’s consent relative to the Project application provided that the building is located within the Eligible TIF Districts.
4. **Businesses.** An eligible business must earn at least sixty-five percent (65%) of its gross income from food and beverage sales. Eligible businesses also must provide sit-down food service. Businesses offering exclusively carry-out and/or delivery service are not eligible. Existing restaurants may apply for a Forgivable Loan if they upgrade or expand their facilities pursuant to the Program parameters.
5. **Fees.** Professional, architectural, engineering, and Village permit fees may be included in the total improvement costs. The Program will fund up to twenty-five percent (25%) or one thousand five hundred dollars (\$1,500), whichever is less, of architectural rendering fees prior to Project approval of the improvements. All requests for architectural rendering fees prior to approval must have proper documentation and invoices. There are no application fees associated with the Program. However, if an applicant owes money to the Village all accounts must be brought current before any portion of the Forgivable Loan is disbursed.

6. ~~**Franchise store.** Special approval by the Economic and Community Development Committee is required for all freestanding franchise stores. Franchise stores, which follow a company design policy, may apply on a case-by-case basis.~~

7. ~~**Main Street Organization.** Recipients of a Forgivable Loan through the Program must maintain an active membership in the Lombard Town Centre Organization.~~

8.6. **Conformance.** All improvements must conform to ~~current building and zoning Village Code codes of the Village of Lombard. Any exterior improvements completed in the Lombard Downtown TIF District must conform to the minimum design criteria outlined in the “Downtown Lombard Improvement Plan” dated March 26, 1987.~~ The business owner must maintain the property in compliance with all federal and local laws, ordinances, and regulations.

9.7. **Administration.** The Director of Community Development will administer the Program. The applicant must submit an application to the Community Development Department. A representative from the Community Development Department will review the application and all supporting documentation. A separate request for ~~a building permits, an electrical permit and/or other permits and licenses~~ shall be submitted to the Community Development Department Building Division. The Director of Community Development shall present the application to the ~~Economic and Community Development Committee~~, along with a staff recommendation for a determination as to whether a Forgivable Loan should be approved. If the amount of the Forgivable Loan is less than ten thousand dollars (\$10,000), the ~~Economic and Community Development Committee~~ has the authority to approve the forgivable loan. If the amount of the forgivable loan is greater than ten thousand dollars (\$10,000), the ~~Economic and Community Development Committee~~ will forward a recommendation to the Village Board, who will then determine whether the Forgivable Loan should be approved.

10.8. **Appeals.** If the application is ~~rejected-not approved~~ by the ~~Economic and Community Development Committee~~, the applicant may resubmit the application after addressing the application deficiencies, or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development within ten (10) days of the rejection with said letter stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will address the appeal at a Village Board meeting and make a final determination relative to the application. The denial of the appeal by the Village Board shall not preclude an applicant from submitting a new application for a Forgivable Loan.

11.9. Procedural Requirements. Participants in the ~~Downtown~~ Restaurant Forgivable Loan Program must accomplish the following steps:

- A. An applicant must have a preliminary meeting with representatives from the Community Development Department to determine eligibility for this Program and for advice and technical assistance.
- B. The owner and/or applicant shall submit the following documents to the Director of Community Development or a designated representative:
 - (i) Pre-application form;
 - (ii) Preliminary plans and preliminary cost estimates;
 - (iii) Business plan;
 - (iv) Details of signage and/or awning design;
 - (v) Proof of ownership, lease, and/or owner's approval;
- C. After review by the ~~Economic and Community Development Committee~~, and approval of the Forgivable Loan by either the ~~Economic and Community Development Committee~~ or the Village Board, depending upon the amount of the Forgivable Loan, a "Certificate of Eligibility" will be forwarded to the owner/applicant.
- ~~D. Upon receipt of the "Certificate of Eligibility", the owner and/or applicant shall proceed as follows:~~
 - ~~(i) Submit final plans and cost estimates to the Department of Community Development and apply for proper building permits; and~~
 - ~~(ii) Submit three (3) contractor bids for the work outlined in the Downtown Improvement and Renovation Grant Program application. Also, indicate the preferred contractor; and~~
 - ~~(iii) Submit a fully executed Forgivable Loan Agreement.~~
- ~~E. Upon receipt of the items set forth in D above, a "Notice to Proceed" shall be forwarded to the owner/applicant by a representative of the Department of Community Development.~~
- F.D. Upon issuance of the Notice to Proceed, improvements and renovations may start after the required building permits have been

issued. All necessary inspections should be coordinated through the Village's Building Division.

~~G. The Forgivable Loan recipient must submit an affidavit containing his or her sworn statement that he or she has paid at least two-thirds (2/3) of the approved cost of the Project. Original paid receipts from contracts amounting to at least two-thirds (2/3) of the approved Project cost must be attached to the affidavit. Upon verification of the affidavit and receipts, the Village will release fifty percent (50%) of the Forgivable Loan funds.~~

~~H. Upon completion of the Project and after all final inspection from the Building Division have passed, the building will be inspected by a representative of the Planning Services Division for conformance with the application.~~

~~I.E. Upon determination of conformance and receipt of all required documents, the Village will process and disburse the remaining approved funds ~~amount of the loan.~~~~

~~I.F. The Village will record a lien on the property on which the Project has occurred as a guarantee for the Forgivable Loan. In unique situations a business may request a waiver of the lien provision based upon a written request to the Village as part of the grant application, along with their rationale as to why such a waiver should be granted. The waiver of the lien provision is subject to review by the ECDC with ultimate approval or denial by the Village Board of Trustees.~~

12.10. One-tenth (1/10) of the Forgivable Loan amount shall be forgiven for each full year after the recording of the lien that a restaurant is operated at the Project location. Release of the lien will be recorded by the Village ten (10) years after the recording of the lien, or earlier if repayment of the Forgivable Loan (or applicable portion thereof) is made to the Village from the date the agreement was executed, provided that no business other than a restaurant has operated at the premises. Anytime a business other than a restaurant operates at the Project location, the lien balance shall become permanent (no more amortized "forgiveness") and the Village will record a document to this effect. In the event that any business other than a restaurant operates at the location of the Project, the balance of the loan shall be immediately due and payable from the property owner and the recipient of the Forgivable Loan.

For further information or to set up an appointment, please contact:

Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148

(630) 620-575049

or

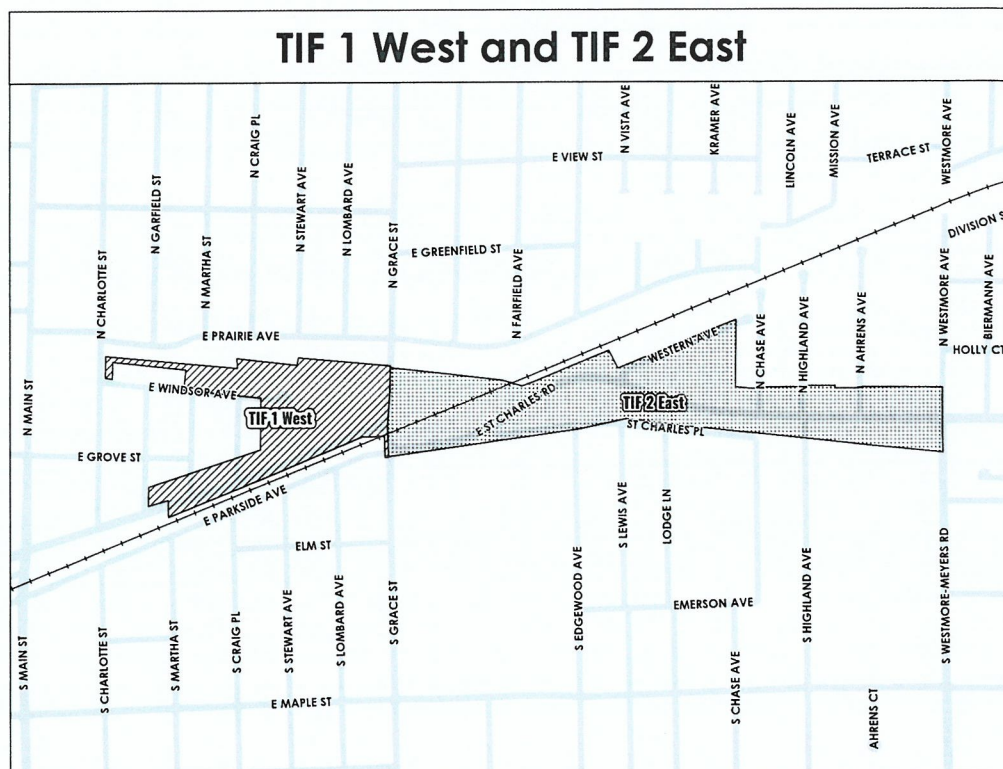
Lombard Town Centre
~~2 S. Park Avenue, Lombard, IL 60148~~
~~(630) 620-8063~~

VILLAGE OF LOMBARD
DOWNTOWN RELOCATION GRANT
PROGRAM/POLICY

October, 1998
September, 2003

Purpose

The purpose of the Relocation Program is to provide for retention of non-residential uses impacted by redevelopment agreements within the St. Charles Road Tax Increment Financing (TIF) 1-West and St. Charles Road TIF 2 -East Districts, ~~adopted by the Village Board and future redevelopment of the affected property.~~



~~The~~ Policy is intended to complement and support the Village's plans to maintain a quality TIF Districts. The redevelopment of particular parcels of land and the retention of commercial uses is crucial to maintaining an economically strong TIF District areas; a commercial area where the image, appearance and environment encourage the attraction of shoppers and business investment. The intention of this program is to provide financial resources to assist impacted business owners subject to potential relocation through a redevelopment project to re-establish their business within the Village ~~of Lombard~~ and in an area which is appropriate to that use.

Eligibility

1. **Relocation.** Eligible costs may include: rent differential for a like or similar location (square footage, quality, location, visibility) for either six months or the balance of the lease whichever

is greater, moving costs (truck rental or professional mover), initiation and hook up of new utility services, set up costs of equipment, required new equipment by a governmental body, interior remodeling of new location, exterior signs, stationery and business cards, and other moving incidentals.

2. **Amount.** Once approved, applicants for the Relocation Program are eligible to receive grants as follows:

For businesses utilizing under 1,000 sq. ft., 100 percent reimbursement for eligible expenses of the first \$5,600. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$5,600 and \$11,200.

For businesses utilizing 1,000 sq. ft. or more, 100 percent reimbursement for eligible expenses of the first \$11,200. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$11,200 to \$16,800.

3. **Ownership.** Eligible applicants must be the owner of the commercial business located in a property in which a Village Redevelopment Agreement in the applicable TIF District has been executed. Notwithstanding the foregoing, no owner of a non-residential use located in a property in which a Village Redevelopment Agreement in ~~the~~ an applicable TIF District has been executed shall be eligible for a Relocation Grant if that owner currently holds title to or is the holder of beneficial interest in a trust that holds title or is otherwise directly or indirectly interested in the ownership of the property that is subject of the Redevelopment Agreement, or was the titleholder or holder of a beneficial interest in a trust, that conveyed the property to its current titleholder.
4. **Fees.** Professional, engineering, architectural and permit fees may be included in the relocation costs.
5. **Conformance.** All improvements must conform to all ~~building and zoning~~ Village Codes of the Village of Lombard and to criteria developed for this Program.
6. **Disclosure.** Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the ~~Downtown Renovation and Improvement and Facade Program, the Retail Business Grant Program or the Restaurant Forgivable Loan Program or the Village of Lombard Low Interest Loan Program.~~

7. **Grant Amounts.** Grants under \$10,000 may be approved by the ~~Director of Community Development~~ Economic and Community Development Committee. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

Procedural Requirements

An applicant must first meet with the Director of Community Development for advice and technical assistance. A checklist is to be followed when applying for the Relocation Program. The applicant will submit a pre-application accompanied by any remodeling, signage or facade plans, including sample materials, color samples and detailed cost estimates of the eligible expenses. All plans must follow appropriate design guidelines and code requirements. Improvements made prior to the approval of the application and execution of the agreement may be deemed ineligible. ~~Please call (630) 620-5756 for further information, copies of any documents, or to set up an appointment.~~

Federal and Local Requirements

~~In order to qualify for the Relocation Program, the building must be in an area in which the Village Board of Trustees has entered into a redevelopment agreement within the tax increment financing district site. The business owner must complete the pre-application, and be prepared to comply with all federal and local regulations. The Village will review the plans if signage is included. The Department of Community Development will administer the Relocation Program.~~

VILLAGE OF LOMBARD
DEPARTMENT OF COMMUNITY DEVELOPMENT
255 E. WILSON, LOMBARD, IL 60148
(630) 620-570056

RELOCATION GRANT PROGRAM

POSSIBLE SCENARIOS

UNDER 1,000 S.F.

Scenario #1

Eligible relocation expenses (ERE)
of \$5,600

Total Relocation Program Reimbursement
(RPR) of \$5,600

1,000 S.F. OR MORE

Eligible relocation expenses (ERE)
of \$11,200

Total Relocation Program Reimbursement
(RPR) of \$11,200

Scenario #2

Eligible relocation expenses (ERE)
of \$11,200

Eligible relocation expenses (ERE) of
\$16,800

First \$5,600 of ERE - 100% (RPR) \$5,600 First \$11,200 of ERE - 100% (RPR) \$11,200

Second \$5,600 of ERE - 60% (RPR) \$3,360 Next \$5,600 of ERE - 60% (RPR) \$3,360

Business owner Contribution \$ 2,000 \$2,240 Business owner contribution \$2,240

Total relocation expenses \$11,200

Total relocation expenses \$16,800

RELOCATION PROGRAM INSTRUCTIONS TO APPLICANTS

This preliminary instruction form is to assist eligible applicants in preparing the necessary submittal for the Relocation Grant Program. ~~Please refer to the handout entitled Downtown Relocation Grant Program, (Procedures) dated October 1998, for explanation regarding eligibility criteria.~~

After a preliminary meeting with representatives from the Community Development Department, eligibility for this program will be determined. The following steps need to be accomplished:

1. Presentation of the proposed relocation expenditures should be made to the Community Development Department representative.
2. Changes/improvements to the interior, facade or signage should be discussed in the preapplication meetings. Changes to the facade or signage will require review by the Community Development Department. Building permits may be required of certain types of improvements.
3. The owner and applicant shall submit the following documents to the Community Development Department:
 - a. Preapplication form.
 - b. Preliminary plans and preliminary cost estimates.
 - c. Color of materials and material samples, as applicable.
 - d. Details of signage and awning design, as applicable.
 - e. A copy of the lease agreement between the business and the redevelopment agreement must be submitted, as well as a lease for the new business location.
4. After review by the Community Development Department representative, ~~a certificate of approval will be forwarded to the business owner.~~
5. ~~Upon receipt of a certificate of approval outlining funding eligibility,~~ the owner should proceed as follows:
 - a. Final plans and final cost estimates to be submitted to the Community Development Department.
 - b. ~~Final plans to be submitted to the Building and Inspection Services Division for issuance of building permit, as applicable.~~

be. Submittal of three estimates from contractors to perform the renovation work, as applicable. This provision may be waived by Community Development staff, the ECDC or the Village Board, if warranted.

56. Owner/applicant shall submit final cost estimates and the names of the contractors or vendors they wish to employ.

67. If warranted, a final notice to proceed letter and draft agreement to be executed between the business owner and the Village ~~of Lombard~~ shall be forwarded to the business owner by representatives of the Department of Community Development.

7. Each of the aforementioned materials shall then be prepared for formal review and consideration by the Economic & Community Development committee and the Village Board, if applicable.

8. After the grant is approved and any relevant and applicable a-building permits have has-been issued, as applicable, relocation expenses are then authorized and may commence. ~~All necessary building and other department inspections should be coordinated through the Department of Community Development.~~

9. The new business location will be inspected by the Community Development Department representative for conformance with the relocation plans submitted.

10. After sign-off by all departments, submittal of progress and payroll reports, and waiver of liens, the Community Development Department representative will process the necessary grant disbursement.

11. Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the ~~Downtown Renovation and Improvement and Façade Program, the Retail business Grant Program or the Restaurant forgivable Loan or the Village of Lombard Low Interest Loan~~ Program.

12. Grants under \$10,000 may be approved by the Economic and Community Development Committee ~~Director of Community Development~~. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

~~Please refer to the Relocation Grant Program "Procedures" dated October, 1998 for more specific information on this program.~~

Additional information may be requested from:

Village of Lombard
Department of Community Development

255 E. Wilson
Lombard, IL 60148
(630) 620-5700~~56~~

RELOCATION GRANT PROGRAM
Preapplication

I. Business Condemnation Address:_____

II. Current Titleholders of the Property:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

III. Preceding Titleholders of the Property:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

IV. If property is in a Trust, anyone having a Beneficial Interest:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

V. Business Owner(s):

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

VI. Business Relocation Address:_____

VII. Plans/Drawings prepared by:_____

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

VIII. Identify All Anticipated Relocation Expenses By Source and Cost.

- A. Rent differential: _____
- B. Moving costs: _____
- C. Initiation and hook up of new utilities: _____
- D. Set up costs of equipment: _____
- E. Interior remodeling: _____
- F. Signage: _____
- G. Stationary and business cards: _____
- H. Fees: _____
- I. Other incidentals (list): _____
- J. ESTIMATED TOTAL OF ALL RELOCATION EXPENSES: _____

IX. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Relocation Grant Program.
- B. The applicant further understands that the applicant must submit detailed cost documentation, copies of building permits and all contractors waivers of lien upon completion of work.
- C. ~~The business owner(s) and all contractors must comply with all federal and local regulations (see the attached list.)~~

Signature(s) _____ (Date) _____

Signature(s) _____ (Date) _____

Application to be Returned to the Village of Lombard
Department of Community Development
255 E. Wilson
Lombard, IL 60148
(630) 620-570056