

## DOWNTOWN RESTAURANT FORGIVABLE LOAN PROGRAM APPLICATION CHECKLIST

Application No. \_\_\_\_\_

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

Owner: \_\_\_\_\_ Owner Phone (W): (\_\_\_\_) \_\_\_\_\_

Store Name(s) \_\_\_\_\_

Store Address: \_\_\_\_\_

Owners Address: \_\_\_\_\_

**Plan Approval Steps:**

**Date**

**Comments**

A. Preliminary meeting with the Director of  
Community Development or designated  
representative.

\_\_\_\_\_

B. Owner Presentation to Community  
Development Department

1. Pre-application Submitted.

\_\_\_\_\_

2. Preliminary Plans & Cost Estimates.

\_\_\_\_\_

3. Business Plan.

\_\_\_\_\_

4. Proof of Ownership

\_\_\_\_\_

5. Review of Design.

\_\_\_\_\_

C. Certificate of Eligibility Issued.

\_\_\_\_\_

D. Final Plans and Three (3) Estimates.

\_\_\_\_\_

E. Notice to Proceed Letter and Agreement.

\_\_\_\_\_

**Work/Inspection Steps**

- A. Permit Issued (BIS) \_\_\_\_\_
- B. Progress/Payroll Report. \_\_\_\_\_
- C. Work Site Inspection. \_\_\_\_\_
- D. Final Inspection (BIS & CDD). \_\_\_\_\_
- E. Departments (all) sign-off. \_\_\_\_\_

**Grant Disbursement Steps**

- A. Check(s) and Lien Waiver(s) Presented. \_\_\_\_\_
- B. Approval by ECDC or BOT \_\_\_\_\_
- C. Disbursement of 50% of the forgivable loan \_\_\_\_\_
- D. Verification that the project is completed \_\_\_\_\_
- E. Disbursement of remaining amount of the forgivable loan \_\_\_\_\_
- C. Lien placed on property \_\_\_\_\_

Village of Lombard  
Community Development Department  
255 E. Wilson Ave., Lombard, IL 60148  
630-620-5746