



Business Improvement Program

(Applications accepted between March 1st and August 1st)

Purpose

- Provide financial incentive to property/business owners to renovate their exterior property and façade
- Encourage reinvestment and redevelopment and in B and B-1 Districts
- Increase community pride by creating a unique and distinct sense of place
- Promote continued improvement and maintenance of commercial structures

Criteria

- Properties located in B and B-1 Districts, with priority given to Harlem Ave between 122nd and 124th Streets
- Exterior improvements must be visible from public roadways, with priority given to buildings having a significant and high impact on aesthetics and functionality within the Olde Palos Shopping Centre District.
- Building must be at least 20 years old
- Multiple tenant buildings are limited to one grant per building
- Tenant applicants must provide building owner approval for proposed project, and show proof of continued lease or renewal for at least two years, with priority given to tenants at the location for three or more years
- Licensed architects or engineers are encouraged, but not required. All improvements are subject to current City codes, and the Building Department will review progress for City code and ordinance compliance.
- Applicant is responsible for obtaining all required permits prior to beginning work
- Property taxes/assessments are current, and Applicant is in good standing with the City having no fines, debts, violations, etc.
- Minimum total project cost is \$3,000. Reimbursement is 50% of total project cost, and is capped at a maximum reimbursement of \$10,000 per project. Program funding is limited to annual City approval each fiscal year. The City reserves the right to accept or reject proposals based on available funds, and final City review.

Eligible Projects

Preferred projects include significant exterior facade components, additional eligible projects are listed below:

- Tuck-pointing, significant and professional cleaning/repairing/painting of exterior surfaces
- Repair/restore architectural detailing
- Window/door repair or replacement
- Awnings, shutters, canopies
- Signage – **excluding LED**
- Exterior lighting
- New curtain wall or insulation wall panel
- Entryway improvements
- Substantial resurfacing of parking lots (excludes seal coating only)
- Permanent landscape construction/replacement, including masonry and decorative fencing
- Walkways – repair/replace deteriorating or hazardous sidewalks for pedestrian use
- Facia/gutter repair or replacement
- Stairs, porches, railings, exits, cornices

Non-Eligible Projects include, and may not be limited to:

- Additions on existing structures
- Interior remodeling
- Roof repair or replacement
- Sweat equity
- Building security system
- Sprinkler system
- Landscaping of annual plants
- Air conditioning/heating
- Electrical wiring/upgrade
- Elevator repair/installation
- Plumbing
- Sandblasting
- Maintenance or financing of ongoing improvements
- Acquisition of land/buildings
- Pest extermination
- Furniture and equipment/ personal property

Program Application Steps:

- 1) Read and review this information packet thoroughly before submitting application.
- 2) Submit a completed application to the Community Development Coordinator, containing the following:
 - a. \$100 filing fee – refundable if not approved
 - b. Description of improvements, including photos of existing building, and improvement elevation(s)
 - c. Landscape Plan, Lighting Plan, Sign Package (when applicable),
 - d. Letter of permission from property owner (if applicant is not the owner)
 - e. Plat of Survey and legal description of property
 - f. Business registration certificate
- 3) Business Improvement Program staff (City Administrator and Community Development Coordinator) will review application for eligibility based on program criteria
- 4) Applicant will meet with the City staff to review project eligibility. If eligible, applicant must provide contractor information, project timeline, sources of funds for the project, and other documentation deemed necessary by the City, including possible alternate bids.
- 5) Upon receipt of all required documentation, the City staff will review for eligibility and funding availability and make recommendation to the Mayor for approval or denial. The project if approved will commence under the direction of the Building Commissioner who will monitor construction.
- 6) Upon project completion (see Section 5 of application), and before reimbursement, applicant must provide proof of payment and lien waivers from contractors and suppliers

Additional Program Information

- Grants are subject to Federal and State taxes; Form 1099 – consult your tax advisors
- Project changes **must** be approved by the City, **failure to do so may result in termination of eligibility**
- Applicants **CANNOT** serve as contractor unless applicant is an owner/partner in contractor business. Applicants doing their own labor (if permitted) will be reimbursed material costs **ONLY**
- **Reimbursement check issued** by the City after project is complete and all required inspections passed
- All approved **projects must be completed by December 31st** of the project year
- Please contact Community Development Coordinator @ 708-480-3022 with questions

Design Guideline Standards

Awnings & Canopies (Scale & Design, p. 5)

- Awnings and canopies should be integrated into the façade of all commercial buildings and should be in character with the architectural style of the building
- Awnings should be properly placed above entrances and may extend over storefront windows
- Awning and canopy colors should complement and enhance the overall color scheme and building façade
- Solid colors or subtle patterns are encouraged
- Awnings and canopies should be positioned a minimum of eight feet above the sidewalk
- Awnings should be made of canvas or durable fabric material that can be easily cleaned. Hard plastic or other materials easily cracked or broken are discouraged
- Awnings and canopies may be appropriately illuminated. Lighting, such as goose-neck lighting may be appropriate if it matches the architectural style of the building
- Awnings should not appear out of place, ‘forced’ or an afterthought
- Back-lit awnings and canopies, shingle and mansard canopies, and metal or plastic awnings are discouraged

Business Signage (p. 10)

- Building sign size, material, color and shape should complement the architectural style and scale of the building
- All signage design and placement is subject to current City code
- Raised, individual channel letters mounted directly on the building are encouraged
- Box signs and signs painted directly on the building façade are discouraged, and not eligible

Chapter 93 Sign Ordinance – Wall Signs

§ 93.80 MATERIALS, DESIGN, APPROVAL FASTENING CHARACTERS.

(A) All wall signs for which a permit is required under this chapter shall have a surface or facing of incombustible noncorrosive material; however, a combustible structural trim may be used thereon. Every wall sign, including the frames, braces, and supports thereof, shall be designated by a structural engineer or manufacturer, and shall be approved by the building commissioner as in compliance with the building code of the city, and by the electrical inspector as in compliance with the electrical code of the city.

(B) All letters, figures, characters, or representations in cutout or irregular form, maintained in conjunction with, attached to, or superimposed upon any freestanding sign, shall be safely and securely built or attached to the sign structure, and shall comply with all the requirements of § 93.52. (Ord. 90-32, passed 10-2-90)

§ 93.81 COPY, TRADEMARKS, INSIGNIAS.

All copy, trademarks, and insignias shall be plastic and illuminated from within. Individual letters may be illuminated indirectly (backlighted) or through plastic letters or stroke fascias. The background of the balance of the signs shall be of less light intensity than the trademarks, insignias, letters, or stroke fascias. (Ord. 90-32, passed 10-2-90)

§ 93.82 LOCATION; PLACEMENT.

No wall sign shall cover wholly or partially any wall opening, nor project beyond the ends or top of the wall to which it is attached. In no case shall a wall sign exceed 75% in length, centered, of the building fascia upon which it is located. No more than one wall sign shall be located on any one wall, nor more than 2 per building. (Ord. 90-32, passed 10-2-90)

§ 93.83 MAXIMUM AREA.

No single wall sign shall exceed an area of 200 square feet. No letter of a wall sign shall exceed a height of 2 feet. (Ord. 90-32, passed 10-2-90; amend. Ord. 92-24, passed 6-16-92)

§ 93.84 MINIMUM HEIGHT.

No wall sign shall be attached to a wall at a height of less than 10 feet above the sidewalk or ground. (Ord. 90-32, passed 10-2-90)

§ 93.85 EXTENSION FROM WALL.

The front facing of a wall sign shall not be permitted to extend more than 10 inches beyond the surface of the building to which it is attached. (Ord. 90-32, passed 10-2-90)

§ 93.86 OBSTRUCTING OPENINGS.

No wall sign shall be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. (Ord. 90-32, passed 10-2-90)

§ 93.87 BRACING; SUPPORT.

All wall signs shall be safely and securely attached to the building wall by means of noncorrosive metal anchors, bolts, or expansion screws of not less than 3/8 inch in diameter embedded in the wall at least 5 inches; however, wall signs may rest in, or be bolted to strong, noncorrosive heavy metal brackets or saddles set not over 6 feet apart, each of which shall be securely fixed to the wall as hereinbefore provided. In no case shall any wall sign be secured with wires, strips of wood, or nails. (Ord. 90-32, passed 10-2-90)

§ 93.88 STRENGTH.

All wall signs shall conform to the requirements of § 93.51. (Ord. 90-32, passed 10-2-90)

§ 93.89 PAINTED WALL SIGNS.

Painted wall signs shall be allowed only by the approval of the city council. (Ord. 90-32, passed 10-2-90)

§ 93.90 SIGNS IN B-1 DISTRICT NOT TO EXCEED 40% OF SURFACE.

A sign in the B and B-1 District shall not exceed 40% of the surface of the side of the building upon which it is located. (Ord. 92-13, passed 4-7-92)

CONSTRUCTION SPECIFICATIONS GENERALLY

§ 93.50 PAINTING REQUIRED; CLEANING.

The owner of any sign regulated by this chapter shall be required to have properly painted at least once every 2 years the facing and all parts and supports of the sign, unless the same are constructed of noncorrosive material, in which event they shall be cleaned at least once every 2 years. (Ord. 90-32, passed 10-2-90)

§ 93.51 STRENGTH.

All signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than 40 pounds per square foot of area, and shall be constructed to receive dead loads as required in the building code or other ordinances of the city. (Ord. 90-32, passed 10-2-90)

§ 93.52 SMOOTH SURFACE.

All signs or other advertising structures that are constructed within 5 feet of rights-of-way shall have a smooth surface, and no nails, tacks, or wires shall be permitted to protrude therefrom, except electrical reflectors and devices which may extend over the top and in front of the advertising structures. (Ord. 90-32, passed 10-2-90)

§ 93.53 REFLECTORS; GLARE.

Gooseneck reflectors of any kind shall not be permitted on ground signs and wall signs. Lights shall be permitted on ground signs and wall signs; however, any lights shall be installed only in a manner that the direct rays of the lights are concentrated on the sign, and shall not cause a glare on the street or nearby property, or the reflectors shall be provided with the proper glare lenses concentrating the illumination upon the area of the sign so as to prevent glare upon the street or nearby property. (Ord. 90-32, passed 10-2-90)

§ 93.54 MAINTENANCE.

All signs, together with all of their supports, braces, guys, and anchors, shall be kept in repair and in a proper state of preservation. The display surfaces of all signs shall be kept neatly painted at all times. (Ord. 90-32, passed 10-2-90)

Anticipated Timeline:

Process	Estimated Time (weeks)

Architect Information		
Firm Name	Contact Name	
Address	Phone	Email
Contractor Information		
Firm Name	Contact Name	
Address	Phone	Email

Use additional sheets to complete contractor information

Please attach the following information: legal description, color photos of storefront, survey plat, owner permission letter (if different than applicant), drawing of proposed improvements, and any other pertinent information.

I, _____, hereby make application to the City of Palos Heights for a Façade Improvement Reimbursement Grant in the amount of \$_____.

I understand that my application must be approved by the City and that it must conform to City codes and agreed upon design guidelines, as well as specific design recommendations of the City of Palos Heights. I have read a copy of the B and B 1 Façade Improvement Program Agreement provisions. If approved, I understand that all work performed is subject to development, building, permit, and agreement provisions. I also understand and agree to all of the following guidelines:

The City established a Façade Improvement Program (“Program”) for the purpose of encouraging the improvement and revitalization of the exterior facades of existing

commercial buildings throughout the City of Palos Heights B and B 1 districts; and improving existing facades by making properties more attractive and encouraging revitalization of the City business districts with priority given to the B and B-1 zoned parcels along the Harlem Avenue corridor from 122nd Street to 124th Street.

The City has agreed to participate in the Program with the Owner/Lessee subject to its sole discretion to reimburse the Owner/Lessee for the cost of approved, eligible improvement expenses up to a maximum of fifty percent (50%), with a minimum project cost of \$3,000 (for a minimum reimbursement of \$1,500) or greater for a maximum reimbursement of \$10,000 per approved project regardless of total project cost.

The City and the Owner/Lessee do hereby agree as follows:

Section 1: COST SHARING -

A. With respect to façade improvements to the front and back entrance ways with priority to the street facing sides of a building, and other related eligible improvements, the City shall reimburse the Owner/Lessee for the cost of approved, eligible improvements to the property at the rate of fifty percent (50%) for reimbursements from \$1,500 to \$10,000.

B. Project construction must be permitted by the Building Department and begin within 60 days of this agreement being validated by an appointed Façade Improvement Program Committee member and be completed within an agreed upon timeline.

Section 2: DESIGN APPROVAL –

No improvement work shall be undertaken until the project’s design has been submitted to and approved by the City. To be approved, all improvements shall meet the provisions set forth in this Agreement and shall be in conformance with all applicable City, State, and Federal codes and regulations. Following approval by the City, the Owner/Lessee shall apply for and receive approval for all required building permits from the Building Department of the City. The Owner/Lessee is responsible for all applicable building permit fees which are not to be included in the reimbursement request.

Section 3: REVIEW OF PROJECT –

The City shall periodically review the progress of the contractor’s work on the improvements pursuant to this Agreement. These inspections shall be in addition to the required building permit inspections by the Building Department. Work that is not in conformance with the approved plans, timeline and specifications shall be immediately remedied by the Owner/Lessee and deficient or improper work shall be replaced and made to comply with the approved plans and specifications, in accordance with the terms of this Agreement. Any changes to the approved plans and specifications may be undertaken only through an amendment to this Agreement.

Section 4: FAILURE TO COMPLETE WORK –

If the Owner/Lessee, or his/her designated contractor, fails to complete the approved improvements in conformity with the approved plans and specifications, or within the terms of this Agreement, the City’s financial obligation shall cease.

Section 5: DOCUMENTATION AND REIMBURSEMENT –

Upon completion of the improvements by the Owner/Lessee, and upon the final inspections by the Building Department, the Owner/Lessee shall submit to the City the following properly executed and notarized documents indicating complete lien free payments have been made to all suppliers/contractors involved: **1.)** owner’s sworn statement; **2.)** a statement by the architect for design work (if applicable); **3.)** Contractor’s sworn statement showing the full cost of the work and each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment in the work; and **4.)** Proof of payment of the contract cost pursuant to the contractor’s statement and final lien waivers from all contractors and subcontractors. The Owner/Lessee shall also submit to the City a copy of the architect’s statement of fees for professional services for preparation of plans and specifications. The City shall prepare a reimbursement request for the Owner/Lessee within sixty (60) days of receiving a complete owner’s statement, architect’s statement (if applicable) contractor’s statement, proof of payment and final lien waivers, as set forth in Section 1. Failure by the Owner/Lessee to submit all required documents or, to comply with the provisions of this Agreement, or complete all improvements in accordance with the approved plans and specifications will be deemed a breach of this Agreement.

Section 6: UNRELATED IMPROVEMENTS –

Nothing contained in this Agreement is intended to limit, restrict, or prohibit the Owner/Lessee from undertaking additional work in or about the subject premises, which is unrelated to the approved improvements provided for in this Agreement.

Applicant Signature

Date

Building Owner Signature

Date

Please return completed application to:

Community Development Coordinator
The City of Palos Heights
7607 W. College Drive
Palos Heights, IL 60463

Authorized by City of Palos Heights

Mayor Robert S. Straz

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,