



Village of Lincolnwood

Property Enhancement Program For Business Properties

The Village of Lincolnwood has established a Property Enhancement Program (PEP) to help owners with improving and beautifying their business property. All business properties in the Village are eligible to be considered for this program. By participating in the Property Enhancement Program, owners can receive from the Village, up to 50 percent of the cost of making eligible exterior improvements to their property. All work and participation in the program must be pre-approved by the Village and, as a condition of approval, the Village may require changes to the design or scope of the work proposed.

Under the Property Enhancement Program, eligible improvements include new storefronts, landscape additions, parking lot improvements, and signage. All improvements made under the Program must be in accordance with Village plans and codes. As a condition of participation, the Village may require that certain improvements be included as part of the project's scope of work. The Property Enhancement Program is intended to help fund attractive and highly visible enhancements to the Village's business areas. It is not intended to fund routine maintenance items.

Under the Property Enhancement Program, the owner selects contractors for the work, and all contracts for the improvements are between the owner and contractor. To ensure competitive pricing, project bidding is required. PEP operates on a rebate basis with Village funds provided once all the approved work is completed. PEP funds are grant funds and not loans.

Only a limited amount of Village funds are available through PEP, and participation in the program is limited. Project selection and approval is determined on a case-by-case basis. Village selection criteria include: the project's attractiveness; comprehensive nature of the improvements; visual impact; amount of private reinvestment proposed; and ability of the owner to proceed with the project.

For a PEP application and further information contact:

Steve McNellis
Community Development Director
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
847.745.4790
smcnellis@lwd.org



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Four Easy Steps to PEPing Up Your Business *at up to half the cost*

Step One – Submit Your Application to the Village

A complete application which proposes comprehensive, attractive, and highly visible improvements (and which comply with all Village Ordinances) stands the best chance of being funded by the Village. Prior to submission, it is highly recommended that the applicant meet with Village staff to discuss the scope of the proposed improvements.

Step Two – Project Review and Participation Approval

Initially, staff will review the application for compliance with Village plans and PEP program goals and objectives. After the staff comment and review phase, the application is forwarded to the Economic Development Commission (EDC) for consideration. After consideration by the EDC, a recommendation regarding approval and participation is then forwarded to the Village Board for action. The applicant is advised that as a result of staff, Commission, or Village Board review, changes to the project's scope of work may be required as part of any approval.

Step Three – Finalizing Plans, Securing Bids, Contractors, and Permits

Once approved for participation, a formal approval letter for participation is issued. This letter will indicate what improvements and scope of work has been approved and the maximum dollar contribution which will be made for the project by the Village. Once formal approval is given, it is time to finalize the plans. All work in connection with this program is between the owner and contractor(s) selected by the owner. In order to ensure competitive pricing, the Village requires evidence of bids for the work. Any and all Village permits necessary for the project must also be secured prior to the work commencing.

Step Four – Completing the Project and Collecting Village Funds

Once the agreed-upon improvements are completed, the Village will inspect the site to verify completion. Upon completion, copies of all bills and evidence of their payment should be submitted to the Village. A Village check to the owner then will be processed for fifty percent of the actual cost of the approved and eligible improvements, up to the maximum earmarked by the Village for the project.

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Property Enhancement Program (PEP) for Business Properties

Frequently Asked Questions

What is the PEP Program?

It is a program to encourage business property owners to make attractive and visible enhancements to their property.

Who is eligible?

Generally, all business properties in the Village are eligible. Properties located on highly traveled streets and at major intersections stand the greatest chance of being considered. Projects that are comprehensive in nature and have the greatest improvement impact, stand the best chance of being approved.

What Kind of Enhancements Can Be Made Under the PEP Program?

Exterior property improvements such as new façade and storefront improvements, landscaping additions, new signage, and new parking lot improvements are all eligible for program consideration. Costs associated with routine building property maintenance, unless incidental to the project, are not eligible.

How Much of an Approved Project Will the Village Fund?

Fifty percent of the cost of making the approved improvements, up to the maximum amount that has been specifically approved for the project, whichever is less.

Is There a Lot of Government Red Tape Involved in this PEP Program?

No, not really. Once the property owner and Village agree on an approved scope of work for the project, a formal letter of approval detailing the Village's funding participation and commitment is issued. Then it is up to the property owner to get the project done. Under PEP, the owner selects all contractors and all contracts for the work are between the owner and the contractor. To ensure competitive pricing, several bids are required. When completed, the Village will inspect the property to confirm that the agreed upon improvements have been made. To collect PEP funds, evidence of project bidding, copies of all contracts, bills, and evidence of their payment are then submitted to support issuance of the rebate check.

When Do I Need to Pay Back the PEP Funds?

You don't. This is a grant program that operates on a rebate basis. After you complete the project as agreed to and show that all work has been paid for, a check will be issued by the Village at fifty percent of the cost, up to the maximum grant amount established for the project.

This Sounds Like a Great Program. How Do I Get Started?

Take a fresh look at your business property and consider what needs to be done to make it more attractive. Fill out a PEP application and contact the Office of Community Development with your improvement ideas. Hurry, though, funds are limited!

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VILLAGE OF LINCOLNWOOD

Property Enhancement Program

Application for Participation

Applicant Information

Applicant's Name: _____

Applicant's Address: _____

E-Mail Address: _____

Contact Person for Project: _____

Daytime Phone Numbers: Voice: _____ FAX _____

Applicant is (check all that apply) Tenant _____ Property Owner _____

Number of Year's in Lincolnwood: _____

Contact Name/Contact Information for Applicant's Agent or Architect (if any) _____

(Note: if applicant is only a tenant, attach a letter from the property owner granting permission for project)

Property Information

Project Property Location/Address: _____

This Property is: Retail ___ Office ___ Industrial ___ Other ___ (explain) _____

Number of businesses on-site: _____

Name of All Businesses/Tenants on site: _____

Size of Building (dimensions or total square feet) _____ Number of stories in Building _____

Size of Property (dimensions or total square feet) _____

Number of Parking Spaces on Property _____

Last Year Property was Sold: _____ Last Real Estates Taxes Paid \$ _____

Property Tax Index Number(s) (PIN): _____

(Note: Attach a photo of this property, land survey, title report, legal description and information regarding property insurance)

Project Information

Total Anticipated Project Cost: \$ _____ Amount Requested From Village \$ _____

Project Scope: Describe and identify all the exterior improvements proposed for this Property

(Use additional paper if necessary to fully describe proposed project and proposed improvements)

If approved, estimated project completion date: _____

Note: Attach line item cost estimate, site plan/landscape plan/drawings or additional information to fully describe this project.

-OVER-

Application Statement
(Read and Sign Below)

I hereby make application to participate in Lincolnwood's Property Enhancement Program (PEP). In making this application I understand that the purpose of PEP is to help create attractive, exterior improvements to business property in the Village and it is not intended to fund routine or required property maintenance. I understand that prior to commencing any work, the Village must first approve both my participation and proposed scope of work for the project. I understand that all improvements made through PEP must be in accordance with Village plans and codes. Moreover, as a condition of approval, I understand the Village may require changes to the scope of work I am proposing. I also understand that any work started or completed prior to approval of the project and my participation in the PEP program, is not eligible for reimbursement.

In making this application, I understand that the PEP program is highly competitive, funds are limited and selection for participation is at the sole discretion of the Village. I understand that the Village will review my application and at the Village's discretion may reject or approve my participation in the program. As part of any Village approval, I understand that the Village may require changes or additions to my plans and intended scope of work. I recognize that a project that will be highly visible and attractive, which proposes comprehensive improvements and/or requires less Village matching funds, stands a greater chance of being funded by the Village.

I also understand that if selected for this program, the Village will establish a maximum grant award for the project and this may be at an amount lower than requested or less than half of the anticipated cost of the project. I further understand that PEP operates as a rebate grant program and therefore if selected for participation, Village funds will be paid to me at the conclusion of the work, after submittal by me of copies of all bills and satisfactory evidence of their payment. I understand that the actual rebate amount will be calculated at 50% of the documented actual costs incurred by me for eligible expenses to complete the agreed upon improvements, up to the maximum grant amount awarded by the Village for the project.

Although PEP is considered a grant program, I understand that the Village has an interest in the longevity of the improvements made and therefore, if within 5 years of the completion of PEP funded improvements, said improvements are subsequently removed or damaged, (except by an Act of God), I shall have an obligation to reimburse to the Village, grant funds provided and I will repay the Village, on a pro-rata basis, the PEP Grant amount provided me. To ensure the Village's interest and repayment, I agree to carry property insurance on the subject property, name the Village as an additional insured and I further consent to this reimbursement obligation being recorded as a covenant on the subject property. In making this application I understand and agree that if selected for PEP participation, I must follow any and all program requirements (including securing all Village permits as may be required), in order to remain eligible for the rebate grant.

By signing this application, I hereby acknowledge that I have read the above statement and understand these important features about the PEP Program.

APPLICANT SIGNATURE

DATE

THE FOLLOWING REQUIRED APPLICATION ITEMS ARE ATTACHED TO THIS APPLICATION

- Land Survey of Subject Property
- Title Report for Subject Property
- Legal Description of Subject Property
- Line Item Estimate of Proposed Improvements
- Proposed Site Plan/Landscape Plan/Elevation Plan(s)
- Photo(s) of Subject Property
- Name/Address/Policy Number of Property Insurance Company

Return this completed application with attachments to:

Community Development Department
Village of Lincolnwood
6900 Lincoln Avenue
Lincolnwood Illinois 60712

If you have any questions regarding this program, please phone 847/745-4710