



# Business Development Grant Program Application

Blue Island City Hall  
13051 Greenwood Ave  
Blue Island, IL 60406  
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www.blueisland.org

## Business Information

_____	_____
Business Name	Corporate Name (if applicable)
_____	_____
Business Address	Corporate Address
_____	_____
Business Phone	Corporate Phone
_____	_____
Business Email Address	Corporate Email Address
_____	_____
Business Owner Name	Business Owner Phone
_____	_____
Business Owner Address	Business Owner Email Address
_____	_____
_____ <input type="checkbox"/> Own <input type="checkbox"/> Lease	_____
Square footage of Business	Do you own or lease building
_____	Property Identification Number

Aldermanic Ward  1<sup>st</sup> Ward  2<sup>nd</sup> Ward  3<sup>rd</sup> Ward  4<sup>th</sup> Ward  5<sup>th</sup> Ward  6<sup>th</sup> Ward  7<sup>th</sup> Ward

If leasing, list the property owner's name & address	Current Zoning & Landmark Designation
_____	<input type="checkbox"/> C1: Central Area Commercial
Property Owners Name	<input type="checkbox"/> C2: Highway Commercial
_____	<input type="checkbox"/> UTOD: Uptown TOD
Property Owners Address	<input type="checkbox"/> Local Landmark
_____	<input type="checkbox"/> Olde Western Avenue Historic District
Business Category	<input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Service <input type="checkbox"/> Other _____

Principal Business Activity: \_\_\_\_\_

Business Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/we hereby certify that all of the information contained in this application for a Business Development Grant is true and correct. I/we understand the issuance of this grant is conditional upon compliance with all City Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time.

Print Name

Title

Signature

Date

### **City Use Only**

Business Name

Date Received

Yes  No  NA

Required Attachments

Yes  No  NA

Preliminary Review Scheduled:

Yes  No  NA

Grant Program Agreement

Community Development Evaluation

Approved  Yes  No

Building Department Evaluation

Approved  Yes  No

Community Development Committee Review

Approved  Yes  No

Finance Committee Recommendation

Approved  Yes  No

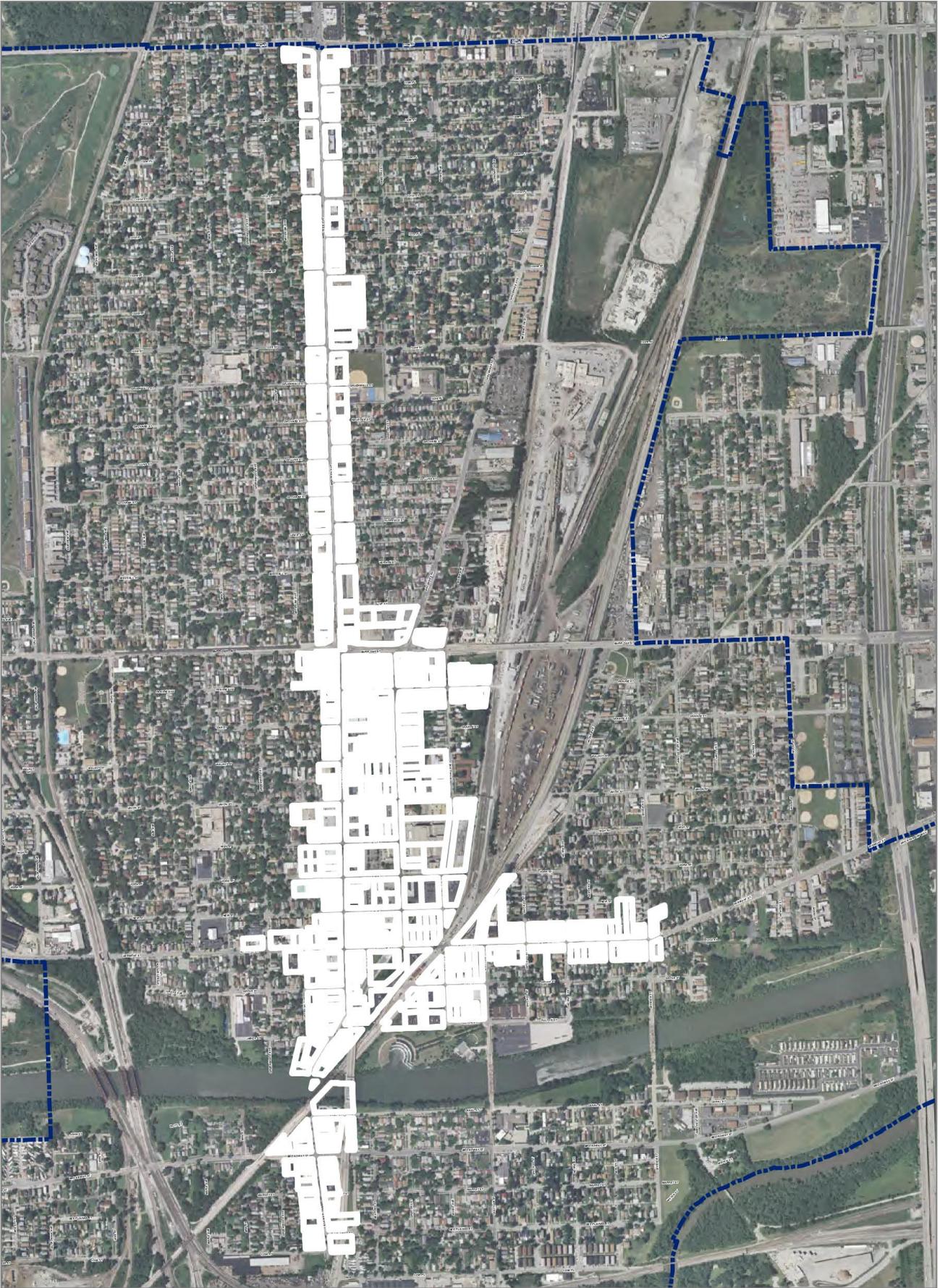
Historic Preservation Commission Approval (if necessary)

Approved  Yes  No

City Council Approval

Approved  Yes  No

# Coverage Area



# Application Attachments

## **Proof of Ownership or Letter of Owner Consent**

Such as a copy of the recorded deed or other proof if the applicant is not the owner of the project real estate.

## **Real Estate Taxes and City Service Fees**

Copy from County and City Clerk verifying there are not delinquent or unpaid taxes, special assessments, no unpaid forfeited taxes, no redeemable tax sales, or local fees.

## **Narrative Project Description**

A typed statement of what the Development Grant project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on façade or site, etc.

## **Photographs**

Submit several photos of your building and site in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make.

## **Drawings of Proposed Improvements**

Conceptual elevation plans and full construction drawings prepared by an Illinois licensed Architect who has conducted an on-site inspection and personal interviews with the applicant. Include product sample sheets showing colors, size, type of materials and finishes, etc. If a sign is proposed, graphically indicate sign lettering style, letter, and sign dimensions.

## **Detailed Cost Estimates or Bids**

A qualified estimate by a contractor licensed and bonded in the City of Blue Island or 3 bids for all exterior work to be performed, or a statement of non-availability of contractors or services. Indicate what contractors you are proposing to use on the project. Estimate or bids should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work). If the City finds the submitted estimate or bids are not satisfactory, a new process may be required.

## **Letter of Commitment**

A letter of commitment shall be provided from all entities providing funds. This includes verification the owner has the required equity available to complete the project and acknowledgment that the approved improvements will begin within 45 calendar days of executing the Business Development Grant agreement and completed within 180 days.

### *Eligible Expenses*

The Business Development Grant Program provides funding for improvements to existing buildings for elevations visible from a public street or alley and site improvements needed to bring the property into conformity with building, zoning, signage, and design guidelines.

Expenses which may be included in the grant application:

- Facade repair and improvements
- Design and architecture expenses from an Illinois licensed professional
- Labor costs and contractor fees
- Cost of materials
- Exterior life safety and ADA compliance
- Non-conforming signs
- Off-street parking areas not in compliance with landscaping regulations and/or unpaved
- Trash dumpster enclosure corrals
- Site improvements such as outdoor dining areas, removing front parking, rear entrance enhancements, bike parking or *Complete Streets* initiatives

### *Ineligible Expenses*

- Project activities begun prior to the application and approval of a Grant Program Agreement
- Expenses not related to the facade, including (but not limited to) interior renovations, HVAC, electrical, and plumbing
- LED or electronic displays
- Temporary signs
- New construction
- Permit fees
- Proposed improvements that are not in keeping with the City's Comprehensive Plan, the existing building's character or the surrounding area

Unapproved or unauthorized changes to an approved project will not be reimbursed.

### **Grant Procedure:**

#### *Design Evaluation and Preliminary Review*

All projects must have their initial concept reviewed by the City of Blue Island for compliance with applicable building, zoning, historic, and signage codes and guidelines.