



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM APPLICATION

PROPERTY OWNER INFORMATION

Owner(s) Name

Phone Number

Email Address

Street Address

Square Footage of Building

Property Identification Number

CORPORATE INFORMATION (IF APPLICABLE)

Corporate Name

Phone Number

Corporate Email Address

Corporate Address

PROJECT INFORMATION

\$
Project Cost

\$
Amount Requested from Village

Estimated Time for Completion
(After approval and Issuance of permit)

I/we hereby certify that all the information contained in this application for a Commercial Property Enhancement Program Award is true and correct. I/we understand the issuance of this award is conditional upon compliance with all Village Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time.

Applicant Signature

Title

Date

Office Use Only

Date Received: _____

Required Attachments Included: ☐ Yes ☐ No ☐ N/A

Preliminary Review Scheduled: ☐ Yes ☐ No ☐ N/A

Fiscal Year that funds will be expended: _____

Date of Preliminary Review: _____

Department Approvals

Community Development Evaluation: ☐ Yes ☐ No

Economic Development Evaluation: ☐ Yes ☐ No

Program Committee Review: ☐ Yes ☐ No

Finance Department Review: ☐ Yes ☐ No



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Required Attachments and Information

1. Proof of Ownership

Such as a copy of the recorded deed or other proof.

2. Real Estate Taxes and City Service Fees

Copy from County and City Clerk verifying there are no delinquent or unpaid taxes, special assessments, no unpaid forfeited taxes, no redeemable tax sales, or local fees.

3. Narrative Project Description

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

4. 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.

5. 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 the sign lettering style, letter, and sign dimensions.

6. Detailed Cost Estimates or Bids

A qualified estimate by a contractor licensed and bonded in the Village of Sugar Grove, 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. Estimates or bids should provide enough detail to make the proposed scope of work clear (quantity, cost, and type of work).

If the Village finds the submitted estimates or bids are not satisfactory, a new process may be required.



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM OVERVIEW

Commercial Property Enhancement Program

Commercial property owners may be eligible to apply for the Village of Sugar Grove's Commercial Property Enhancement Program. This program is designed to encourage exterior and site improvements that enhance the character of Sugar Grove's commercial businesses. Awards are given on a competitive basis and issued as reimbursements. Awards will be for a maximum of 50% of the cost of the improvement.

Location of eligible properties in the Village of Sugar Grove:

- Main Street - from First St. to Meadows
- Cross Street - from Sugar Lane to Main St.
- Cross Street - from Sugar Grove Plaza to Main St.
- Sugar Lane
- 60 Maple
- 40 Terry Dr.

Program Details:

- The total project cost must exceed \$2,000, with a maximum reimbursement of \$10,000, unless the Village board approves a higher amount.
- The applicant must be the owner of a building within the boundaries listed above.
- Repair, renovation, or installation projects started prior to the submission of an application may not be eligible for reimbursement.
- Must pass all inspections completed by the Village Community Development department.
- Properties that are (1) in violation of the Village Code, including property maintenance and code enforcement violations; and (2) that have outstanding balances owed to the Village, are not eligible under this program.

Reimbursable Costs

Awards are issued as reimbursements after eligible expenses are incurred. All work must represent an enhancement to the exterior of the property. The intent of the program is not for general repairs or deferred maintenance. All relationships to desired contractors must be disclosed during the application period. For any work performed by the property owner, only material costs are eligible for reimbursement.

Grant Review and Approval Process

Awards are given on a competitive basis. Applications will be accepted on a rolling basis until all funds are committed during the application year, from May 1 to April 30. Upon receipt of the program applications, the program review committee shall evaluate them based on the criteria below. Based on the criteria, the program review committee will make recommendations to the Board of Trustees regarding the applications for the award of each monetary amount.

Awards will be approved by a resolution at a Village Board meeting.

Grant Evaluation Criteria

- The extent to which the structure or site needs repair, renovation, or improvement.
- The extent to which the scope of work will have an impact on the aesthetics of the Village of Sugar Grove.



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- The extent to which the project will honor the integrity of the structure or site.
- Whether the structure or site has previously been awarded as part of the program by the Village.

Grant Reimbursement Criteria

Within 90 days of the project award, all project documentation must be submitted for reimbursement. The Village will reimburse within 30 days of receipt of all requested materials. Payment is made to the commercial property owner who applied. An award cannot be assigned to a contractor or other vendor. No reimbursements will be paid to properties that are (1) in violation of the Village Code, including property maintenance and code enforcement violations; and (2) that have outstanding balances owed to the Village.

- IRS Form W-9 Taxpayer Identification Form
- Proof of payment ex: receipt for eligible expenses or invoice and canceled check.

Please contact The Community Development Department with any program questions and application submissions at permits@sugargroveil.gov or by phone at 630-391-7220.