

# **City of Batavia Façade Improvement Program**

## **INTRODUCTION**

The façade Improvement Program is designed to enhance the overall appearance and image of Batavia’s Downtown Historic District. The City of Batavia will provide matching grants to encourage façade improvements of storefronts in the Downtown Historic District. Under the program, building/business owners are eligible for up to 50% of the actual façade improvement costs, up to the maximum amount established by the Batavia City Council. If more applications are received than current funding levels will allow, the City reserves the right to prioritize the applications or prorate the funds awarded on the basis of the location of the project, the extent of the work, the level of private funding, and the relative impact of the proposed improvements on the area.

The Director of Community and Economic Development, (hereinafter referred to as “Director”), or his/her designee, is responsible for staff administration of the Façade Improvement Program.

## **APPLICATION POLICIES**

### A. Eligibility

1. Projects are required to comply with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.). By submitting an application for these grants, applicant acknowledges and agrees that they will comply with the provisions of the Act.
2. Projects must be located in the Downtown [Historic District](#) and in an active [Tax Increment Finance District](#).
3. Projects must have a minimum budget of \$1,000.00.
4. Projects eligible for grants may receive reimbursement for up to 50% of the actual façade improvement costs to a maximum of \$5,000. Services of an appropriate design professional of up to \$1,000 per project is available for schematic design, subject to the \$5,000 total grant limit.
5. Projects must include improvements to a building façade consisting of a front, side or rear of a building adjacent to a public street, public alley or public parking lot.
6. Eligible improvements include, but are not necessarily limited to:
  - Awnings, canopies, and shutters
  - Doors
  - Landscaping (once per property, cannot be used for maintenance)
  - Lighting (exterior)
  - Painting as it relates to another eligible façade improvement (i.e. painting of replacement wood or metal elements)
  - Restoration of original architectural features
  - Stairs, porches, railings, and exits

- Tuckpointing (once per building)
  - Windows
7. Projects and expenses such as the following are not eligible:
- Projects that are essentially maintenance, including, but not limited to cleaning of masonry, painting, and roof repair and replacement
  - New construction or expansion projects
  - Signs
  - Furnishings, equipment or personal property not affixed to the real estate
  - Interior remodeling or utilities upgrades
  - Pest extermination
  - Parking lot resurfacing
  - Building or land acquisition
  - Any permit or legal fees
  - Work begun prior to application submittal; work done after application submittal may be eligible for grant funding
  - Emergency, safety-related demolition expenses
  - Work proposed on property with an active code compliance citation
8. No applicant shall be eligible for grant funds if they have any current delinquencies to the City, or if they have been delinquent or past due on City accounts more than four (4) time in a calendar year.
9. Applicants are only eligible for buildings/properties that have or will have paid into the TIF increment via tax payments during the life of the TIF.
10. One (1) grant is allowed per parcel/PIN every ten (10) years.

#### B. Evaluation Criteria

The City will evaluate applications based on the information submitted as well as the economic environment which the project is located within. As part of the evaluation process, staff will review and evaluate the applicant's tax returns, business plan, financial statements, credit and background checks. The City reserves the right to review these materials against those of comparable businesses located in the downtown area. City staff will make recommendations to the Committee of the Whole (COW) and the City Council as part of this application.

In addition, the Secretary of the Interior's Standards for Rehabilitation, in conjunction with the Batavia Historic Preservation Commission Design Guidelines, shall be used as evaluation criteria.

#### **The Secretary of the Interior's Standards for Rehabilitation**

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and its environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

#### C. Demolition

While emergency, safety-related and minor exploratory demolition may be necessary, such demolition may prohibit inclusion in the Program.

#### D. Contractors

Qualified Applicants may serve as their own contractor, but in this case, only materials cost may be covered by the grant.

## **APPLICATION PROCEDURES**

1. Applicants shall contact the Community and Economic Development Department to establish potential eligibility of proposed improvements and the availability of grant program funds.
2. A completed application form and required submittal documents shall be submitted to the Community and Economic Development Department, including appropriate drawings, budget estimates, and proof of ownership or executed lease with owner's written consent. Building owners are required to be co-applicants on any grant application.
3. Grants are accepted on a continual basis. Meetings to review applications are typically held within 2-3 weeks after a completed application is submitted.
4. The Applicant or a designated representative is expected to attend the meeting of the Historic Preservation Commission (HPC) when the application is being discussed, to present and explain proposed improvements and to receive and address review comments. The HPC shall not take action on an application unless the Applicant or a representative is present.
5. The HPC shall make a formal recommendation to the COW on each application.
6. Revised and completed plans shall be submitted to the Director. Applicants shall also submit at least two (2) competitive bids for all work being proposed in the project, with names of contractors, copies of all bids and anticipated dates of construction and completion. Sole source bidding may be approved by the HPC for specialized work if reasonable attempts to obtain a second bid have been unsuccessful. Eligible contractor Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.
7. If the COW recommends approval, the application and Agreement shall be forwarded to the City Council for approval as provided in sections 7 & 8 under "Administrative Procedures", herein.
8. If approved by the City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 7 of "Administrative Procedures," herein.
9. Applicants shall apply for and receive a building permit prior to undertaking any work requiring a permit under the Building Code.
10. Construction shall proceed according to the approved plans and is subject to periodic inspections. Construction must be completed within 180 days of execution of the Agreement, unless a written extension is granted by the City Council.

11. Applicants shall submit contractors' certified payroll forms, final receipts and lien waivers to the Community and Economic Development Department to request reimbursement.
12. Applicants shall maintain the property without changes or alterations to work funded by the Façade Improvement Program for a minimum period of three (3) years from the date of project completion.

### **ADMINISTRATIVE PROCEDURES**

1. Upon submittal, the Director shall inform the applicant of the availability or anticipated availability of funds in the grant program's budget. If funds could be available, the Director will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates and proof of ownership or executed lease with owner's written consent. The Director will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, a detail of all remaining items will be included. The Director will also advise the Applicant of the submittal deadline for all material needed to make the application complete. When the application is complete the Director will accept the application and will notify each Applicant of the HPC meeting when the application will be discussed.
2. If, in the opinion of the Director the application requires additional design work before it can be reviewed, the Director will forward notification of this requirement as part of the written confirmation of the application.
3. A Design Services Grant up to \$1,000 for professional design services may be awarded as part of the Façade Grant Application approval. An application for a Design Services Grant shall contain a cost estimate from a licensed design professional along with the scope of work for the design of the project. This application request is a part of the Façade Grant Application.
4. Once a completed application is submitted, the Director shall forward all applications to the HPC. The HPC shall review the applications at a public meeting and make comments on the application. The HPC may meet with Applicants and arrange for site visits to the properties. Upon completion of its review process, the HPC shall forward its comments to the Director, along with any other appropriate or related information.
5. The Director shall prepare a report to the COW transmitting the application, HPC recommendation, draft Resolution for the awarding of the grant and applicable Agreement for each application. All reports shall include bid information and any revisions requested by the HPC.
6. The COW shall review each application, together with the Resolution, and make its recommendation for approval or disapproval to the City Council. The Applicant or a representative shall attend the COW meeting when the application is being discussed. The COW shall not take action on an application unless the Applicant or a representative is present.

7. If the COW recommends approval, the Director shall prepare the Façade Improvement Program Agreement, as an exhibit to the Resolution, and forward to the City Council.
8. If approved by City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 9 of “Application Procedures,” herein.
9. When the project is completed, the HPC or their designee shall inspect all work done and provide notification to the Director, confirming that the Applicant has made the improvements as per the Agreement.
10. Upon confirmation by the HPC that the work has been satisfactorily completed; the Director shall approve the release of a check in the amount of the approved grant to the Applicant.



**City of Batavia**  
Community Development Department  
100 North Island Avenue  
Batavia IL 60510  
Phone (630) 454-2700  
Fax (630) 454-2775

# Application for Downtown Grant Improvement Programs

Grant Applying for (Check One only):

\_\_\_\_\_ Façade Grant

\_\_\_\_\_ Downtown Improvement Grant

**All Tax Increment Financing Grant application funds are subject to compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.). By submitting an application for these grants, applicant acknowledges and agrees that they will comply with the provisions of the Act.**

Property / Project  
Address \_\_\_\_\_

Name of Tenant \_\_\_\_\_

Lease Expiration Date \_\_\_\_\_

Number of Tenants \_\_\_\_\_

Number of Commercial Units \_\_\_\_\_

Number of Residential Units \_\_\_\_\_

Current/Proposed Use of Building \_\_\_\_\_

Historic District Designation \_\_\_\_\_

Submittal Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Owner's Name

\_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Business/Applicant Name \_\_\_\_\_

Business Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Business/Applicant  
Signature \_\_\_\_\_

Property Owner Signature

\_\_\_\_\_

Project Description :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information to be Submitted with Application**  
**Check Each Completed Item**

- Total Anticipated Budget: \$ \_\_\_\_\_
- Design Services Grant Requested? Y\_\_ N\_\_. Amount: \$ \_\_\_\_\_ (Maximum \$1,000)
- Total Anticipated Grant Request (Maximum 50% of total cost, Limit of \$500 to \$25,000 for Downtown Improvement Grant, \$500 to \$5,000 for Façade Grant):  
\$ \_\_\_\_\_
- Completed Certificate of Appropriateness (COA) Application Form (attached) (Façade Grants Only)
- Itemized List of Proposed Improvements
- Completed Bids, Based on Prevailing Wage, From Two Contractors For Work Specified on the Itemized List
- Digital Photographs of Façade Elevations (include CD or flash memory, or copies of photos already sent to the City of Batavia via email) (Façade Grants Only)
- Drawings and/or Modified Photographs Showing Proposed Improvements
- Paint and Material Samples
- Proof of Ownership of Property and Executed Lease
- Three (3) years of immediate past tax returns for business (Business Owner Only)
- Business Financial Statements (Business plan, income statement) (Business Owner Only)
- Authorization to Conduct Credit and Background Check (Business Owner Only)
- Authorization to Record Lien on property (Property Owner Only)
- Proprietary Information Certification (Optional)



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# Application for Certificate of Appropriateness

Property  
 Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Property Identification Number \_\_\_\_\_  
 Existing/Proposed Zoning Ordinances \_\_\_ Yes \_\_\_ No  
 Zoning \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Submittal Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Description :

Applicant's Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Applicant  
 Signature \_\_\_\_\_

Owner  
 Signature \_\_\_\_\_

### TYPE OF WORK

(Check All That Apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Exterior Alteration/Repair | <input type="checkbox"/> New Construction   | <input type="checkbox"/> Demolition              |
|   | <input type="checkbox"/> Primary Structure  | <input type="checkbox"/> Whole Primary Structure |
|   | <input type="checkbox"/> Addition           | <input type="checkbox"/> Part Primary Structure  |
|   | <input type="checkbox"/> Garage/Outbuilding | <input type="checkbox"/> Garage/outbuilding      |
|   | <input type="checkbox"/> Other _____        | <input type="checkbox"/> Relocation of Building  |

### Additional Information to be Submitted with Application – Digital Format If Available

- |   |  |
|---|--|
| <input type="checkbox"/> Exterior Alteration/Repair                       |  |
| <input type="checkbox"/> Architectural Feature (Decorative Ornamentation) | <input type="checkbox"/> Porch – Maintenance and Minor Repair        |
| <input type="checkbox"/> Awning or Canopy                                 | <input type="checkbox"/> Porch – Major Repair and Reconstruction     |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Retaining Walls                             |
| <input type="checkbox"/> Door   | <input type="checkbox"/> Roof (Change in Shape, Features, Materials) |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Satellite Dish                              |
| <input type="checkbox"/> Gutters  | <input type="checkbox"/> Security Doors or Windows                   |
| <input type="checkbox"/> Light Fixture                                    | <input type="checkbox"/> Sidewalks                                   |
| <input type="checkbox"/> Mechanical System Units                          | <input type="checkbox"/> Shutters                                    |
| <input type="checkbox"/> Masonry Cleaning, Repointing, Painting           | <input type="checkbox"/> Siding                                      |
| <input type="checkbox"/> Material Change (wood, brick, etc)               | <input type="checkbox"/> Signs                                       |
| <input type="checkbox"/> Painting (paint removal etc)                     | <input type="checkbox"/> Solar Collectors                            |
| <input type="checkbox"/> Paving (Parking Lot, Driveways, Landscaping)     | <input type="checkbox"/> Storm Doors or Windows                      |
| <input type="checkbox"/> Photographs of building(s)                       | <input type="checkbox"/> Windows, Skylights                          |
|   | <input type="checkbox"/> Others _____                                |

Attach a detailed description of all work to be done for each item. Include the following materials where appropriate and check appropriate box if included

- A. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior, to-scale drawings with dimensions will be required for major changes in design (e.g., roofs, facades, porches, and other prominent architectural features)
- B. If application is for any feature not on the primary structure, include a site plan. A site plan will not be required if there is no change to the existing structure or any proposed new structure.
- C. If changes to building materials are proposed, include samples.

**New Construction/Additions**

Include the following materials where appropriate and check appropriate box if included.

- For primary structure, outbuilding or addition:
  - 1. Fully dimensioned site plan
  - 2. Elevation drawings of each façade with dimensions and specifications
  - 3. Drawings, photographs, samples and manufacturer's illustrations
- Drawings or other descriptions of site improvements, e.g., fences sidewalks, lighting, pavements, decks.

**Structure Demolition**

1. Photographic evidence supporting the reason for demolition
2. Describe the proposed reuse of the site, including drawings of any proposed new structure
3. If economic hardship is claimed, include evidence that hardship exists (Criteria set forth in Section 7-2 of Title 12)

**Structure Relocation**

1. Explain what will be moved, where and why.
2. If a structure will be moved into the district from outside, include photographs.
3. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features that may be altered or disturbed (e.g., foundations, walls)

**THIS FORM IS NOT A BUILDING PERMIT APPLICATION**

**FOR OFFICE USE ONLY BELOW**

**Property is:**                      **Significant**                      **Contributing**                      **Non-Contributing**

\_\_\_\_\_  
Signature of Historic Preservation Commission Chair

\_\_\_\_\_  
Date of Commission Review

**City Council Action:**    **Date** \_\_\_\_\_ **Vote Record** \_\_\_\_\_ **Not Applicable** \_\_\_\_\_

**Conditions:**    YES\*/ NO

\*See Attachment

The Batavia Historic Preservation Commission, or its authorized agent, has reviewed the proposed work and has determined that it is in accordance with the applicable criteria set forth in Section 6-2 of Title 12 of the Code of the City of Batavia. Accordingly, this Certificate of Appropriateness is issued.

Any change in the proposed work after issuance of this Certificate of Appropriateness shall require inspection by Commission staff to determine whether the work is still in substantial compliance with the Certificate of Appropriateness.

***This certificate is not a permit, does not authorize work to begin, does not ensure building code compliance, and does not imply that any zoning review has taken place.***

**Background and Credit Check Authorization**

I, \_\_\_\_\_ (print name), do hereby give permission for the City of Batavia to conduct a background and credit check in relation to my application for a Downtown Façade or Improvement Grant. I will provide information that is necessary for the City to conduct such investigations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Lien Authorization**

I, \_\_\_\_\_ (print name), as owner of the building at \_\_\_\_\_  
(PIN \_\_\_\_\_) do hereby give permission for the City of Batavia to record a lien on this  
property in the amount of \$\_\_\_\_\_ for a City Façade or Downtown Improvement Grant.  
Said lien shall run to the City of Batavia, and shall be released at the end of the third year after which it  
is recorded. Said lien may be foreclosed on by the City if the property is sold prior to the three (3) year  
term for a prorated amount from the original lien date on a calendar year basis. Said lien shall be  
secondary to any primary mortgage lien on the property.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Proprietary Information Certification**

I, \_\_\_\_\_ (print name), do hereby attest that the financial information provided with this grant application is proprietary, privileged and confidential, and disclosure of the trade secrets, commercial and financial information contained within will cause competitive harm to my business interests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name