

Downtown Signage Assistance Program

INTRODUCTION

The Downtown Signage Assistance Program is designed to enhance the overall appearance and image of Batavia's Downtown Historic District while supporting downtown businesses. The City of Batavia will provide matching grants to encourage downtown business signage to identify and brand the businesses in the Downtown Historic District. Under the program building/business owners are eligible for up to 50% of the actual sign design, creation and installation costs, up to \$1,000. 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 business, the extent of the work, the level of private funding, and the relative impact of the proposed sign on the area.

The Director of Community and Economic Development, (hereinafter referred to as "Director"), or their designee, is responsible for staff administration of the Downtown Signage Assistance Program.

APPLICATION POLICIES

A. Eligibility

1. Projects must be located in the Downtown Historic District ***and*** in one of the City's Tax Increment Finance Districts.
2. Entire grant amount is payable upon completion of the sign and passing final inspection by the City.
3. Business must be in a permanent location. Incubator businesses subsidized by the City through controlled rent costs are not eligible.
4. Projects must have a minimum budget of \$500.00.
5. Projects eligible for grants may receive reimbursement for up to 50% of the actual façade improvement costs to a maximum of \$1,000.
6. Any signage requests must be reviewed and approved by the Historic Preservation Commission (HPC) and be processed through the proper channels.
7. If the business relocates, signs may be reused at the new location provided it is within incorporated City limits, the sign meets the requirements of the Zoning Ordinance at its new location, and a sign installation permit is acquired for the new address. Signs cannot be relocated outside the City limits and shall be subject to reimbursement if they are relocated.
8. Grants are provided per business and not per building. Buildings may have multiple sign grants, but businesses may only have one (1) sign grant, even if the business changes location or changes name.

9. 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) times in a calendar year.
10. Applicants are only eligible for buildings/properties that have paid into the TIF increment via tax payments during the life of the TIF.

B. Evaluation Criteria

The Batavia Historic Preservation Commission Design Guidelines shall be used as the evaluation criteria. The City may also consider the impact of the proposed sign on the subject building as well as the character of surrounding buildings.

C. 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 signage and the availability of grant program funds.
2. A completed application form 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. Applications will be considered on a first come-first served basis.
3. The Applicant or a designated representative is expected to attend the meeting of the 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. The HPC shall make a formal recommendation to the Committee of the Whole (COW) on each application. 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. Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.
4. 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.

5. 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.
6. Construction must be completed within 180 days of execution of the Agreement, unless a written extension is granted by the Director.
7. Applicants shall submit final receipts and lien waivers to the Community and Economic Development Department to request reimbursement.
8. Applicants shall maintain the sign without changes or alterations to work funded by the Downtown Signage Assistance Program for a minimum period of one year from the date of completion. Failure to maintain the sign on the subject property for this period shall require full reimbursement to the City for the signage costs paid.
9. If the business relocates, signs may be reused at the new location provided it is within incorporated City limits, the sign meets the requirements of the Zoning Ordinance at its new location, and a sign installation permit is acquired for the new address. Signs cannot be relocated outside the City limits and shall be subject to reimbursement if they are relocated.

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. Once a completed application is submitted, the Director shall forward all applications to the HPC. The HPC shall review the applications and make comments. The HPC shall review the applications at a public meeting and make a recommendation via a Certificate of Appropriateness. 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.
4. The Director shall prepare a report to the COW transmitting the application, HPC recommendation, including a draft Resolution for the awarding of grant and applicable Agreement for each application. All reports shall include bid information and any revisions requested by the HPC.
5. 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.

6. If the COW recommends approval, the Director shall prepare the Downtown Signage Assistance Agreement, as an exhibit to the Resolution, and forward to the City Council. 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.
7. When the project is completed, staff shall inspect all work done and provide notification to the Director, confirming that the Applicant has made the improvements as per the Agreement. Upon confirmation by staff that the work has been satisfactorily completed; the Director shall approve the release of a check in the amount of 100% 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 Signage Assistance Program

Property / Project
 Address _____

Name of Tenant _____

Lease Expiration Date _____

Submittal Date ____/____/____

Project Description :

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 _____

***By signing this application I acknowledge this project is subject to the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.)**

Additional Information to be Submitted with Application Check Each Completed Item

- Total Anticipated Budget: \$ _____
- Total Anticipated Grant Request: \$ _____
- Completed Certificate of Appropriateness (COA) Application Form (attached)
- Itemized List of Proposed Improvements
- Completed Bids, Based on Prevailing Wage, From Three Contractors For Work Specified on the Itemized List
- Digital Photographs of Building where Signs will be installed (include CD or flash memory, or copies of photos already sent to the City of Batavia via email)
- Drawings and/or Modified Photographs Showing Proposed Signage
- Paint and Material Samples
- Proof of Ownership of Property or Executed Lease



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