

**CITY OF BATAVIA**  
**GATEWAY IMPROVEMENT PROGRAM**  
**GRANT APPLICATION PACKET**

## **CITY OF BATAVIA GATEWAY IMPROVEMENT PROGRAM**

### **Instructions and Forms for Grants**

This packet contains information and documents needed to apply for a grant pursuant to the City of Batavia Gateway Improvement Program (GIP). Please read all documentation and forms carefully. Should you have any questions, please call the City's Economic Development Office at (630) 454-2061.

#### **STEP BY STEP PROCESS**

##### **Apply for a reimbursement grant:**

1. Review the Program Description (Exhibit A of Grant Application) to determine if the improvements you are considering are eligible for a reimbursement grant.
2. You will need to work with an architect to prepare architectural renderings concerning a proposed alteration to an exterior building façade and/or work with a landscape designer or landscape architect to prepare a plan showing the design of your landscape or hardscape improvements to the subject property. The plan will be reviewed by the City's Economic Development Office and Community Development Department for aesthetics, compliance with property improvement regulations and adherence to the general guidelines of the GIP.
3. Obtain a J.U.L.I.E. to locate and ensure that no utilities will be impacted by your proposed work.
4. Submit this application and your plans to the Economic Development Office, City of Batavia, 100 N. Island Avenue, Batavia, IL 60510. If the application includes proposed alterations to the exterior of a building on the subject property, the applicant must also apply for a building permit from the City's Community Development Department, Building Division. Unless otherwise authorized by the City of Batavia, any building permit application must be submitted in person, with all required supporting materials, at said Building Division located at 100 N. Island Avenue, Batavia, Illinois, 60510.
5. You will be required to meet with certain members of the City staff or their designees to discuss your proposed project and grant application. This meeting will take place at the Batavia City Hall, 100 N. Island Avenue in Batavia. Someone representing the City will notify you within fourteen (14) days of the date you have submitted your full application packet to set up such meeting, which, unless due to reasons beyond your control, will be set for a date within fourteen (14) days from the date of said contact. Failure to attend the required meeting may result in your application becoming null and void. If the subject property is located within the City's Historic District, you may be further required to present your project in front of the City's Historic Preservation Commission for its Certificate of Appropriateness approval. You will be notified of this requirement by the City, as applicable. The full Application packet will include all supporting documents set forth on the Gateway Improvement Program Grant Application Form.
6. The Batavia City Council's Committee of the Whole will consider your project and grant request, making a recommendation to the full City Council, who shall act as the final approval authority on the grant request.

##### **Gateway Improvement Grant Agreement:**

7. Staff will draft the Gateway Improvement Grant Agreement and Resolution authorizing the Mayor to sign the agreement on behalf of the City of Batavia. The applicant must review and sign this agreement prior to final action by the City Council.

8. The draft Agreement will be presented to a City Council Committee of the Whole. The Applicant or his/her representative is required to attend this meeting.
9. The City Council will take final action on the Agreement. Unless otherwise directed by the Council, you may attend this meeting at your discretion.

**Installation/Construction:**

10. If any exterior building components are included with your plan, you must apply for a building permit through the City's Community Development Department. All construction activities must be completed pursuant to an approved building permit from the City.
11. Obtain a final JULIE location before commencing work.

**Completing Building and/or Landscaping/Hardscape Improvements.**

12. Grant recipients shall hire their own building contractor and all building improvements shall be undertaken and completed in accordance with approved City building permit and Grant Agreement. All work must be approved by the City's Building Official or his/her designee and shall pay for the work in full before applying for reimbursement from the City.
13. Grant recipients will hire their own landscape contractor, cause the completion of landscaping improvements according to landscape improvement plans submitted with the grant application, as depicted on the Grant Agreement exhibits and as approved by the City, and pay for all work in full before applying for reimbursement from the City.

**Reimbursement:**

14. Request reimbursement by submitting Final Waiver of Lien, Contractor's Affidavit, and Contractor's Sworn Statements to Owner IRS Form W-9 (Applicant may obtain forms from City), before and after photos, etc. to the Planning Division.
15. Receive reimbursement check from City Finance Office.

**Ongoing:**

16. The Gateway Improvement Program Grant Agreement requires you, or any successor property owner, to maintain the improvements for no less than a five-year period. Failure to meet this requirement may result in the City of Batavia requiring grant recipient to pay some or all grant monies disbursed pursuant to the Grant Agreement.

City of Batavia  
100 N. Island Ave  
Batavia, IL  
Economic Development Office  
630-454-2061

## City of Batavia Gateway Improvement Grant Application

Property Address \_\_\_\_\_ Owner's Name \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Owner's Address \_\_\_\_\_  
Assessor's PIN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Owner's Phone Number \_\_\_\_\_  
Project Type (Check as Applicable) Owner's Mobile Phone # \_\_\_\_\_  
Building Façade \_\_\_\_\_ Owner's Email Address \_\_\_\_\_  
Landscaping/Hardscape \_\_\_\_\_ Owner's Signature \_\_\_\_\_  
Building Façade &  
Landscaping/Hardscape \_\_\_\_\_  
Commercial Signage \_\_\_\_\_

**\*By signing this application I acknowledge:**

**1. This project may be subject to the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.); If a contractor or subcontractor deems the work is not subject to the Act, the contractor or subcontractor shall then submit to the City, a letter indicating receipt of this notice and their determination that the Act does not apply. If the contractor or subcontractor believes the work is not subject to the Prevailing Wage Act, and it is later determined by the Illinois Department of Labor or a court of competent jurisdiction that prevailing wages should have been paid, the contractor shall indemnify and hold the City harmless therein for all costs and penalties incurred by the City related to the violation, including reasonable attorneys' fees incurred by the City to defend such an action.**

**2. All grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099 (W-9). You are required to provide your taxpayer Form W4 as part of the Corridor Grant Agreement. Property owners and tenants should consult their tax advisor for tax liability information.**

Project Description:

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**Required Additional Information to be Submitted with Application**

1. Total Anticipated Budget: \$ \_\_\_\_\_
2. Total Anticipated Grant Request: \$ \_\_\_\_\_  
Note: The maximum dollar amounts for various GIP reimbursement grants are as follows:
  - a. The manufacture and installation of a new commercial sign (building mounted or freestanding) (up to \$1,000);
  - b. The design, purchase and installation of landscape and/or hardscape materials on the property (up to \$10,000);
  - c. The construction of street-facing, building exterior improvements (up to \$20,000); or
  - d. A combined landscape/hardscape and building exterior improvement (up to \$20,000)
3. For multi-tenant properties, number of tenants/commercial units on property \_\_\_\_\_  
Note: Must include proof that each tenant has been notified of the proposed project
4. Provide an itemized list of components included in the proposed project
5. Provide completed bids from no fewer than two (2) contractors. Applicant shall include proof (e.g., references, photos) for each contractor showing contractor has successfully completed commercial building construction projects and/or landscaping projects within the Chicago western suburban area.
6. Provide a list of the current and, if different, the proposed use(s) of the building/property. Please provide photo(s) showing current conditions of building/property.
7. Provide a narrative indicating economic impact of project on the subject property and/or neighborhood and proof that, *but for the City's financial assistance offered through the Grant Agreement*, the proposed project is not financially feasible and applicant would not undertake the project.

**Architect Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email: \_\_\_\_\_

**Selected Building Contractor(s) Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email: \_\_\_\_\_

**Landscape Designer/Landscape Architect: Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email: \_\_\_\_\_

**Selected Landscape Contractor: Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email: \_\_\_\_\_

**Statement of Understanding:**

- A. I agree to comply with the guidelines and procedures of the Batavia Gateway Improvement Program.
- B. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts and contractors' final waivers of lien upon completion of the approved improvements before any reimbursement payment will be authorized. "Before" and "After" pictures of the project must be submitted before funds will be released.
- C. I understand that, excepting as related to building and/or landscaping/hardscape design, work undertaken before the Batavia City Council's formal approval of the applicant's Gateway Improvement Program Grant Agreement and specifically subject to the proposed grant-eligible activities set forth in this Application and further in the Grant Agreement shall be deemed ineligible for reimbursement from the City of Batavia.
- D. I understand that by submitting this application for grant funds, I am agreeing to allow personnel employed by the City of Batavia to enter onto my property to inspect conditions before, during and after the project is completed up and until the project has received final approval by the City.

**Signature of Owner/Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **Exhibit “A” To Application**

## **Gateway Improvement Program Description**

### **1. Program Purpose and Intent**

The purpose and intent of the Batavia Gateway Improvement Program (GIP) is to provide opportunities for property owners to improve the aesthetic and financial values of properties located within areas proximate to the City of Batavia’s downtown central business district (CBD) and along major arterial streets, or “gateways” leading to this district. The Gateway Improvement Program (GIP) shall promote and financially incentivize exterior, private commercial property improvements that:

- A. Enhance the overall economic vitality and character of the City by providing both unique and familiar visual features near and along its public rights of way.
- B. Protect the general welfare by aesthetically enhancing property located within the defined areas surrounding the CBD and/or gateways.
- C. Increase market values of private real estate, thereby increasing the overall wealth of the community and resulting property tax base, with particular attention paid to properties that are otherwise undervalued or depreciating at the time an application for program grant funds is submitted.

### **2. Eligible Properties**

To be eligible for a GIP reimbursement grant, a property must meet the following criteria:

- A. The property must be located within either the established “buffer area” or along and within the established “Gateway Corridor” areas, as identified in Exhibit 1.
- B. For landscaping/hardscape projects, the specific area where such projects are undertaken must abut and be visible from a public roadway.
- C. For building façade/exterior improvement projects, the building façade in question must be visible from a public roadway.
- D. When considering multiple projects competing for limited grant funds, the following criteria shall be used by the City in determining preference or ranking of projects:
  - i. Visual Impact on the neighborhood/gateway (especially street corner lots);
  - ii. Overall dollar value of the Project;
  - iii. Amount of applicant’s matching funds as a percentage of total project costs;
  - iv. Property occupant’s status as a retail tax-generating business; and
  - v. Addressing legal, non-conforming physical attributes on the property.
- E. Tax-Exempt properties shall NOT be eligible for a GIP reimbursement grant.
- F. Properties located within a City of Batavia designated Tax Increment Financing District shall not be eligible for a GIP reimbursement grant.

### **3. Available Gateway Improvement Grants**

- A. Landscaping/Hardscape Projects (Max. Total Grant: \$10,000 or 50% whichever is less.
  - i. Plant Materials (perennials only) and Labor (including raised and curbed planting beds and soil preparation): Up to 50% of total costs.
  - ii. Design Costs: Maximum funding as follows:
    - Less than 100 feet of Roadway Frontage: 50% or \$2,000, whichever is less.
    - 101 et to 200 feet of Roadway Frontage: 50% or \$3,000, whichever is less.
    - 251 feet and greater of Roadway Frontage: 50% or \$4,000, whichever is less.

- B. Exterior Building Projects (Maximum Total Grant: \$20,000 or 50%, whichever is less.
  - i. Building Materials and Labor: Up to 50% of total costs.
  - ii. Design Costs: Up to 50% or \$2200, whichever is less.
- C. Combined Landscaping and Building Exterior Projects (Maximum Total Grant: \$20,000 or 50%, whichever is the lesser.
- D. Sign Projects (Either installed on a building façade or as a free-standing mounument) \$1000 or 50% of total costs, whichever is less.

Maximum grant values shown above in Sect. 3(A) and 3(B) shall be applicable but in no case shall any single grant or a combination of one or more grants for a single property in total exceed \$20,000 in any fiscal year (Calendar Year, January 1<sup>st</sup> through December 31<sup>st</sup>).

#### **4. Eligible Activities for GIP Grant Funding**

The following property improvements are eligible for GIP grant funding:

- A. Building Exterior Improvements, including attached signage. Grant funds shall only be disbursed under this program to reimburse costs of street-facing improvements.
- B. Front yard/street yard landscaping/hardscape improvements in areas located between a public street and the fronting building exterior.
- C. Driveways and lot-interior walkways.
- D. Free-standing monument signs, exclusive of individual panels advertising multiple tenant in a single sign.
- E. For all activities proposed for properties also located within the City’s designated Downtown Historic District, before any grant application can be considered by the City Council, the grant applicant must first obtain approval for the proposed grant activity(ies) from the City’s Historic Preservation Commission, as applicable. Questions concerning this requirement should be addressed to the City’s Building Official at 630-454-2700.

#### **5. Ineligible Costs:**

The following items are not eligible for reimbursement grants under the City of Batavia Gateway Improvement Program:

- A. Building Permit Fees and other related costs.
- B. Required remedies to code violation(s) pursuant to a formal notification from the City of Batavia of said violation(s)
- C. Work completed by the owner/applicant or other non-Third Party contractor.
- D. Work, excepting design related materials, that is undertaken prior to the City Council’s formal approval of the subject Gateway Improvement Grant Agreement.

#### **6. Commencement of Work:**

To reiterate, excepting for design-related work, only after the Gateway Improvement Program Grant Agreement is approved by the City Council, can work commence. **DO NOT START BEFORE -- YOU WILL NOT BE REIMBURSED FOR WORK DONE PRIOR TO CITY COUNCIL APPROVAL OF THE GATEWAY IMPROVEMENT PROGRAM GRANT.**

#### **7. Completion of Work:**

All improvements must be completed within 180 calendar days of Corridor Improvement Agreement approval, unless otherwise authorized by the City for a maximum of a one (180) day extension. If all work components in the proposed project are not completed by the end of the extension, the City will have no obligation to reimburse the owner/applicant.



## **8. Reimbursement Payments:**

Upon completion of the work, the owner or tenant must submit copies of all design invoices, contractor's statements, other invoices, proof of payment, and notarized final lien waivers to the City of Batavia's Economic Development Office, as evidence that the owner or tenant has paid the architect and contractor(s). You should use the attached forms for the contractor's statement and final lien waivers. Payment will be authorized upon completion of all work items as originally approved and receipt of all required documents.

The City Administrator, or his/her authorized designee, may authorize reimbursement upon completion of all work subject to the Grant Agreement and as approved by the City of Batavia's Community Development Department.

Reimbursement for design services will be made at the same time reimbursement is made for improvements, and only if a Gateway Improvement Program Agreement has been approved by the City Council.

All improvements shall be installed in accordance with the approved plan. Minor revisions as may be approved by City's Economic Development Office, in consultation with the City's Community Development Director, or his/her designee, and, as applicable, the City's Historic Preservation Commission, due to availability of landscaping, hardscape or building materials, conditions not known at the time of design, and similar circumstances beyond the Applicant's control. **THIS IS A REIMBURSEMENT PROGRAM -- YOU MUST PAY YOUR ARCHITECT, CONTRACTORS AND SUPPLIERS BEFORE YOU RECEIVE PAYMENT FROM THE CITY.**

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Gateway Improvement Program Grant Agreement. Property owners and tenants should consult their tax advisor for tax liability information.

## **9. Maintenance Period:**

The property owner and tenant shall be responsible for maintaining the improvements without alteration for three (3) years. A restrictive covenant limiting alterations may be required by the City Council at the time of approval of the Gateway Improvement Program Grant Agreement. A waiver from this requirement may be granted by the City Council following a recommendation from the City Administrator, upon submittal of evidence of hardship or unusual circumstances. If no such waiver has been issued by the City, the City may "clawback" grant reimbursement funds from the property owner according to the following schedule:

If maintenance discontinues for a period of sixty (60) days between April 1<sup>st</sup> and October 31<sup>st</sup>:

Anytime during the first 12 months of grant funds disbursement:	100% of all funds disbursed
Anytime during the period between 12 months and 24 months:	67% of all funds disbursed
Anytime during the period between 24 months and 36 months:	33% of all funds disbursed

Exhibit "1" to Exhibit "A" To Application  
Map Depicting Grant-Eligible Locations:

Commercial or Light Industrial Properties,  
in accordance with GIP Description Section 2,  
Located within the polygons bounded by Red or Blue Borders

