Clark Street Special Service Area (SSA) #23
Lincoln Park Chamber of Commerce
2468 N. Lincoln
Chicago, IL 60614
Ph: (773) 880-5200
lincolnparkchamber.com

2026 Facade Improvement Rebate Program – Clark Street SSA #23

Applicants that have begun construction prior to project approval from the Façade Rebate Committee are ineligible to receive façade rebate funds.

Any property owner or business having received a rebate through the Clark Street Special Service Area (SSA) #23 Façade Rebate program will not be eligible to apply for the same rebate within 36 months from the disbursement of the original rebate.

Property owners and businesses are eligible to receive one rebate for Façade Improvements (up to a 50% rebate for eligible exterior improvements worth at least $500 with a maximum rebate amount not to exceed a total of $10,000) and one rebate for Awning and Signage Improvements (up to a 50% rebate for awnings, hanging and projecting signage worth at least $500 with a maximum rebate amount not to exceed a total of $5,000) every 36 months.

1. DESCRIPTION

The Façade Rebate Program provides incentives in the form of a rebate for physical improvements to storefronts and facades along public way. The goal of the Façade Rebate Program is to beautify and revitalize the Clark Street Special Service Area (SSA) district, attract and retain businesses, enhance the streetscape, and to enhance the character and qualities of the district. The **Clark Street SSA #23** is the funding source used to provide rebates for façade improvements on commercial and residential property within its boundaries. The Façade Rebate Program is administered by the Lincoln Park Chamber of Commerce, which is the SSA Service Provider agency, under the oversight of the Chicago Department of Planning and Development.

2. REBATE AMOUNTS

Approved applicants who make improvements that follow the guidelines of the Façade Rebate Program may receive a rebate according to the following guidelines:

- Façades: up to a 50% rebate for eligible exterior improvements worth at least $500 with a maximum rebate amount not to exceed a total of $10,000.

- Awning and Signage Improvements: up to a 50% rebate for awnings, hanging and projecting signage worth at least $500 with a maximum rebate amount not to exceed a total of $5,000.

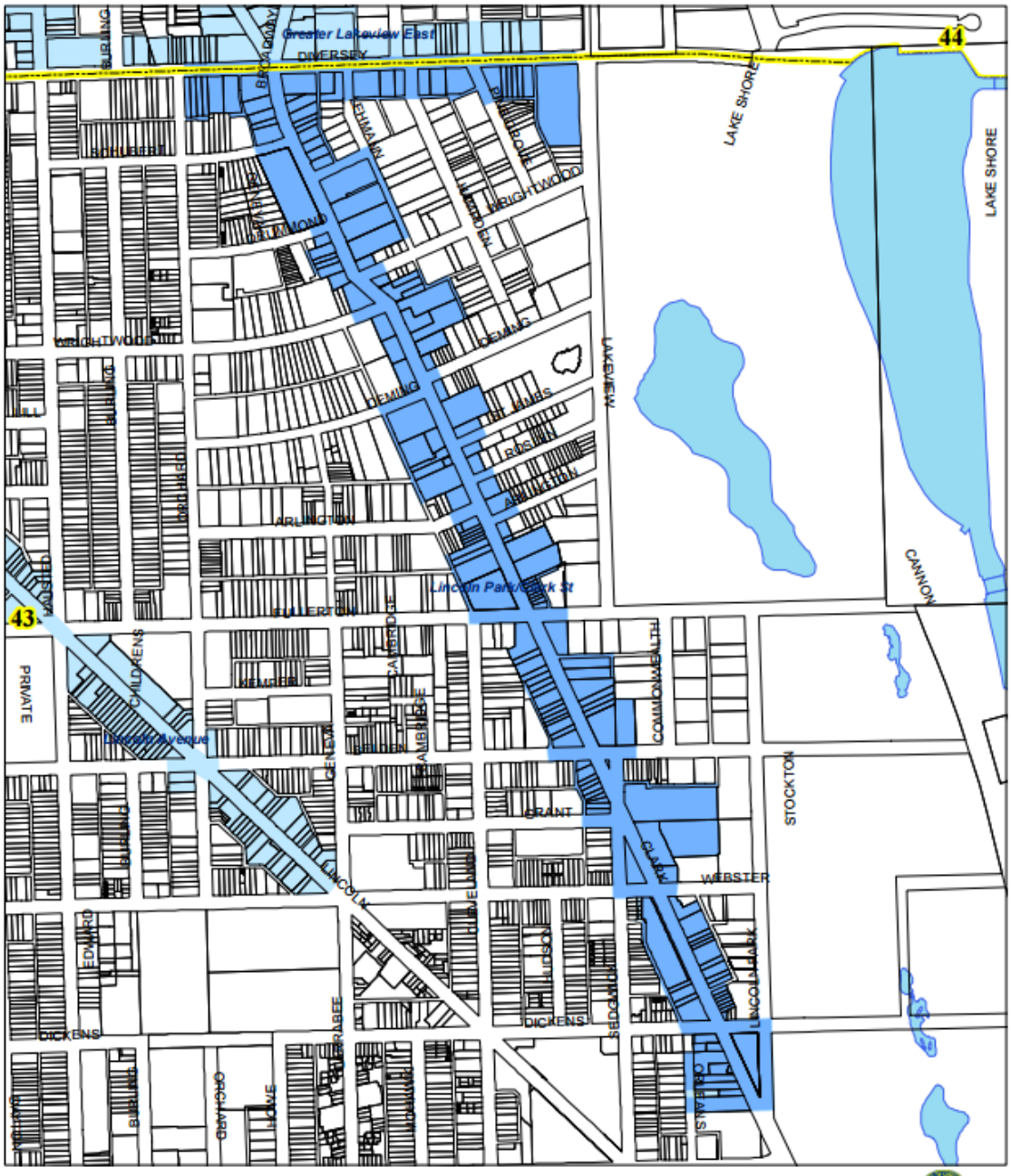
Façade Rebate Program grant eligibility is defined in more detail in Section 4, Program Eligibility. However, the rebate:

- Cannot be granted before the application is approved
- Cannot be used for improvements started before the rebate is approved
- Cannot be awarded until improvements are completed in the allotted time, paid in full, and all necessary documentation has been submitted to the Lincoln Park Chamber of Commerce

Applications will be considered in the order that they are received until all the Façade Rebate Program funding is disbursed for the fiscal year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a lottery will be held to determine the order in which the projects will be funded and a wait list for funding should it become available. In order to maximize the number of eligible projects that receive assistance, the Façade Rebate Committee, which consists of SSA Commissioners and Lincoln Park Chamber of Commerce staff, reserves the right to award a Rebate at an amount less than the allowable maximum.

3. ELIGIBLE PROPERTIES: SSA BOUNDARIES

Only properties within the boundaries of SSA #23 are eligible for rebates through the Façade Rebate Program. See the attached map of the SSA boundaries (next page).



Legend

- SSA
- Lincoln Park/Clark St
- TIF
- Ward

Lincoln Park/ Clark St
SSA #23

N

CITY OF CHICAGO
RICHARD M. DALEY
MAYOR

DEPARTMENT OF COMMUNITY DEVELOPMENT
CHRIS RAGUSO
ACTING COMMISSIONER

Program Definitions:
The façade, under this program, is defined as the entire exterior front surface of a building from sidewalk grade to the roofline. It includes all damaged or otherwise deteriorated elements of storefronts, lighting, awnings, display windows, entrances, upper façade or upper signs. Façade improvements, awnings and signage should reflect and complement the character of the surrounding area. Material used for the renovation of the façade should match and complement the design of the building.

4. PROGRAM ELIGIBILITY

1. Rebate requests will not be granted for façade improvements that were started before the application is received and approved.
2. The application must be approved by the SSA Commission before construction can begin. If the applicant moves ahead with the project before receiving the approval the applicant accepts that the project will not be approved for a rebate.
3. Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application.
4. Applicants must be the entity paying for the improvements.
5. If applicant is a tenant, written consent of the property owner is required.
6. Only owners and tenants of street-level property located within the SSA boundaries are eligible for the Program.
7. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
8. Applicants must have proof of proper zoning and City permits for the improvements.
9. To the extent that the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.
10. Applications are considered on a rolling basis through the calendar year. There is no guarantee that funding will be available upon request of rebate.
11. If multiple applications are received before the next available SSA Commission review AND the combined rebate requested in all applications exceeds the available Program funding, a lottery will be held to determine the order in which the projects will be funded and a wait list for rebates as future funding becomes available.
12. The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the Façade Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Façade Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.
13. If any change in ownership of the property or business participating in the Façade Rebate Program occurs during the improvements, eligibility for the Façade Rebate Program will be suspended until a meeting with the Façade Rebate Committee and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
14. Properties that received a Small Business Improvement Fund (SBIF) grant in the previous 3 years or are currently enrolled in the SBIF program are ineligible from applying to the Façade Rebate Program.
15. If the same façade improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the Façade Rebate Program.

5. ELIGIBLE IMPROVEMENTS

Improvements eligible for the rebate must be:

1. Visible from the public right-of-way and have a positive impact on the building-front appearance.
2. Completed in accordance with the specifications described in the approved application, following the scope in the application, reflecting submitted costs and by a contractor whose bid was submitted with the application.

Eligible Improvements	Ineligible Improvements
a. **Tuck-pointing and masonry** b. **Exterior Lighting** c. **Window/door replacements** d. **Hardscaping** e. **Exterior Lighting** f. **Awnings (lower rate per Section 2)** g. **New Signage or sign graphics (Lower rate per Section 2)**	a. **Roofing improvements** b. **Interior improvements** c. **Rear, side, alley, or secondary improvements not visible from the public right-of-way** d. **New construction or additions** e. **Improvements that are considered regular building upkeep or maintenance** f. **Improvements planned for new buildings (constructed less than 5 years before application date), except for awnings, and/or signage** g. **Flower boxes and planters** h. **Sidewalk café furniture** i. **Parking lot improvements**

6. APPLICATION PROCESS

A Program application package must be submitted to the Lincoln Park Chamber of Commerce. Incomplete applications will not be considered for approval by the Façade Rebate Committee. The Application package must include the following items:

1. Completed application form, including the Summary of Cost Estimates form and signed Statement of Understanding;
2. $50 non-refundable application fee in the form of credit card, check, or money order made payable to the Lincoln Park Chamber of Commerce;
3. Photographs of existing building and the proposed project area;
4. Detailed plans and specifications for the proposed project;
5. Detailed cost estimates from at least two contractors for each Improvement task. Specify which contractor you prefer for each task. The Commission reserves the right to reject any questionable estimates, as well as implement such additional Program rules

and regulations as it deems reasonable. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own;

6. Owner's deed;
7. Tenant's lease, if applicable;
8. Current (within 90 days prior to the application date) lien report policy showing the property is free of liens, excepting any mortgage liens;
9. Certificate of Good Standings from the state of Illinois for all tenanted business
10. A list of applicable City permits to be obtained; and written consent from and contact information for the property owner if the applicant is not the owner.

7. <u>REVIEW PROCESS</u>

After the completed application is received by the Lincoln Park Chamber of Commerce, it will be reviewed by the Façade Rebate Committee. This entity will review and accept or reject each application in its sole and absolute discretion. The applicant may be asked to clarify design elements if requested by the Façade Rebate Committee.

In order to determine what projects warrant the rebate the following are the criteria for review:

- Proposed projects meet the program guidelines
- Project provides a positive impact on the beautification of the public way
- Projects that demonstrative the greatest need of public assistance
- The size of the requested rebate
- Projects that have not previously been funded.
- Applicants who demonstrate that the funding assistance will enhance the façade improvements
- Buildings throughout the SSA boundaries in order to accomplish geographic diversification of limited funding

Once an applicant has been approved by the committee, they will receive an approval letter in the mail (the "Approval Letter"). Within 30 days of the date of the Approval Letter, applicant must submit the proper city building permits if not previously submitted (or evidence of application for such permits) to the Program Director of Clark Street SSA #23.

8. CONSTRUCTION

Once the application has been approved and necessary permits have been obtained from the City of Chicago, the applicant may proceed with the improvements in accordance with the plans and specifications submitted in their application. No work shall be started until the applicant receives the Approval Letter.

In order to ensure a timely project construction period, and to ensure the awarded funds are distributed within the same calendar year as the project is approved, all improvements should be completed within 180 days of the date of the Approval Letter. Failure to complete such work within the 180-day deadline shall, notwithstanding anything to the contrary elsewhere in the Application or related program materials, constitute a material breach of the Program requirements resulting in the withdrawal of funding for the applicant's project without further notice of any kind. Requests for deadline extensions must be made to the Lincoln Park Chamber of Commerce in writing before the initial 180-day project period is closed, per Section 9, Emergency Amendment and Extension Process (below).

9. EMERGENCY AMENDMENT AND EXTENSION PROCESS

If unforeseen circumstances are to arise during the construction process that would result in the improvements not being completed, an extension to the deadline may be granted after review by the Façade Rebate Committee. The applicant must submit an explanation in writing to the Lincoln Park Chamber of Commerce requesting approval for an extension to complete a project or to be reimbursed after 180 days if there are: delays in construction, unforeseen circumstances, or changes to project scope, contractors, or costs changes to the approved scope, contractors, and award amount. Construction deadline extension requests must be submitted with an estimated date of completion. The Façade Rebate Committee's decision as to grant an extension or changes to previously-approved work shall be in its sole and absolute discretion. If the applicant moves ahead with the project before a vote is made he/she takes the risk that the project may no longer be eligible for a rebate.

10. REBATE REQUEST AND DISTRIBUTION

Once the Improvements have been completed, the applicant must request the rebate by submitting the following documentation to the Lincoln Park Chamber of Commerce in writing (the "Rebate Request"):

1. Written verification that all agreed-upon work has been completed correctly
2. Before and after photographs showing the completed work
3. Copies of all required City permits
4. Copies of all paid invoices from the selected vendor(s)

5. Copies of the cancelled checks or credit card receipts for all eligible work that shows all work has been paid for in full.

After the Rebate Request has been received, a member of the Façade Rebate Committee will inspect* the project to verify compliance with the Program guidelines and pre-approved plans. A rebate check will be sent within 60 days after the final inspection has taken place, provided the inspection confirms compliance, and pending fiscal year availability of funds. In some cases, applicants who complete work in the later part of the fiscal year may not receive funds until the first part of the following fiscal year.

*The Façade Rebate Committee's inspection is limited to a review of the completed Improvements only in connection with the applicant's application under this Program, and in no way shall be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs, and applicant's failure to verify the repairs shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure

11. <u>DESIGN GUIDELINES</u>

These design guidelines are intended to ensure that Improvements funded by SSA #23 will benefit the public way by improving the physical appearance and the sidewalk appeal of commercial streets within the SSA's boundaries. In keeping with the recommendations in the Lincoln Park Chamber of Commerce's "Guide to Good Storefront Design" the design guidelines seek to enhance the pedestrian environment, emphasize historic building elements, reduce non-transparent facades, and reinforce community identity through harmonious design while still allowing individual businesses to assert their unique presence and identity on the street.

Storefronts/Windows

No storefront may be covered or filled in and window openings should not be reduced in size. If original openings have been previously filled in they should be restored to their original size and configuration. Storefronts in the same building should have a consistent design and relate to the entire building as a whole. Display windows, entrances, signs, lighting, and other improvements should be compatible and harmonious with the original scale and character of the structure. Clear glass should be used for storefront windows. Glass block, tinted, spandrel, mirrored, or opaque glass should be avoided. Funding exterior security gates is discouraged. If existing exterior security gates or bars are present, they should be removed**.** Window signage, graphics, or other design elements should not obstruct the transparency of the storefront.

Awnings

There are three typical types of awnings: retractable awnings, straight fixed awnings, and curved fixed awnings ("bubble" awnings). Curved "bubble" awnings are not eligible for funding from the Program. Awnings should be made of woven cloth or linen fabric, not vinyl or plastic.

Signs

Signs that are simple and compatible with each other make it easier for people to locate businesses in a commercial district, while contributing to the character of the district. Creative signage design and "theater district" style signage are encouraged. Signs should be designed as a permanent storefront element with the purpose of identifying a business and what it does, and should be designed for both drivers and pedestrians. Signs should not be overbearing, or cluttered with excessive information or marketing/advertising messages. Signs for previous businesses must be removed as part of any improvements. Portable or temporary signs, large signs on upper facades, rooftop signs on or above the parapet or cornice of the building, billboards, and other outdoor advertising signs painted or mounted on structures, except as otherwise described, are prohibited under the Program. Exceptions of an aesthetic or historic nature shall be considered for approval on a case-by-case basis.

Wall Murals and Graphics

Wall murals and graphics can be an attractive addition to a building and also to an overall shopping area. Murals and graphics also can help establish a unique identity. If the side of a building proposed for a graphic or mural is highly visible from the main shopping street such artwork may be considered an eligible improvement.

Historic Buildings

Historic buildings are an important part of a neighborhood's identity and character. Facades and storefronts of historic buildings should be repaired and original features and materials should be maintained or replaced to match the originals. Improvements planned for Chicago Landmark buildings, buildings rate Orange or Red by the Chicago Historic Resources Survey (CHRS), and buildings listed in the National Register of Historic Places, must be completed in accordance with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings https://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm A listing of historic buildings may be found at http://webapps1.cityofchicago.org/landmarksweb/web/home.htm Applicants planning improvements for historic buildings are to seek advice from the Historic Preservation Division staff at the Chicago Department of Planning and Development when planning projects.

11. RESOURCES

Note: Information on permits is subject to change. Please consult the City of Chicago and/or a licensed architect/contractor for official information about permits. The Lincoln Park Chamber of Commerce and its agents accept no responsibility for information that is no longer accurate.
https://www.cityofchicago.org/city/en/depts/bacp/sbc/building_permits.html

Building Permits
Building permits are issued by the Department of Buildings, City Hall, Room 900, 121 N. LaSalle St. 312-744-3600. To apply for and access permits online, visit: https://www.cityofchicago.org/city/en/depts/bldgs.html

Barricade Permits
Construction that will impact the public way requires a permit issued by the Chicago Department of Transportation. For more information, visit: http://www.cityofchicago.org/city/en/depts/cdot/supp_info/regulations_for_constructioninthepublicway.html

Awning Permits
Awnings and canopies that extend two feet or more over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 N. LaSalle St., 8th Floor, (312) 744-6060. A permit for an awning that extends LESS than two feet over the public right-of-way can be issued by the Department of Buildings. For more information, visit: http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

Sidewalk Café Permits
A permit is required to operate a sidewalk café. For more information, visit: http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

Electrical Permits
Electric permits are issued by the Department of Buildings, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., 312-744-3400.

Façade Improvement Program Application – Clark Street SSA #23

Please refer to Section 6, Application Process, for application submission requirements.

Location of Proposed Improvements

_____

Street Address City State ZIP

_____

Property PIN

_____

Name of Business(es) at above address

Has the property or business received any rebates through this or any other programs before?

_____Yes _____No

If yes, please name rebate and describe details:

_____

Applicant Information

_____

Name of Business other Entity

_____

Name of Contact Person

_____

Phone *Email*

_____

Mailing address

Applicant's relationship to property where Improvements are proposed:

____Business Owner/Tenant only
____Both the Business and Property Owner
____Property Owner only

Indicate whether the Applicant is an individual or legal entity and, if legal entity, indicate the type of entity below.

____Individual
____Business Corporation
____Not-for-Profit Corporation
____General Partnership
____Limited Partnership
____Limited Liability Company
____Joint Venture
____Sole Proprietorship
____Other Entity (please specify below)

Property Owner Information

Leave blank if Applicant is the property owner

_____

Name of Ownership Entity *Contact Person*

_____

Street Address *City* *State* *ZIP*

_____

Phone *Email*

Project Description

Please describe the proposed Improvements. Attach any necessary photos, plan, etc.

_____

_____

_____

_____

Project Need Statement

Please describe how funding from this Program will enhance the proposed project, why the Improvements are necessary for your business, and how the Improvements will contribute to a more attractive public way. Attach additional sheets if necessary.

_____

_____

_____

_____

_____

_____

Summary of Cost Estimates

Attach estimates from at least two contractors for each Improvement task with your application, and summarize any estimates by task below. Attach additional sheets if necessary.
TOTAL COST OF PREFERRED BIDS: $_____

Task:_____

_____$_____
Preferred *Contractor* *Cost*

_____$_____
Alternative Contractor *Cost*

_____$_____
Alternative Contractor *Cost*

Task:_____

_____$_____
Preferred *Contractor* *Cost*

_____$_____
Alternative Contractor *Cost*

_____$_____
Alternative Contractor *Cost*

Task:_____

_____$_____
Preferred *Contractor* *Cost*

_____$_____
Alternative Contractor *Cost*

_____$_____
Alternative Contractor *Cost*

Task:_____

_____$_____

Preferred *Contractor* *Cost*

_____$_____
Alternative Contractor *Cost*

_____$_____

Alternative Contractor *Cost*

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Lincoln Park Chamber of Commerce's Façade Rebate Program and the outlined specifications as agreed to by the applicant and the Façade Rebate Committee. It is understood by the applicant that two cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that they have read the entire Façade Rebate Program Guidelines and Application and agree to be fully bound by their terms and conditions. **APPLICANT RELEASES AND AGREES TO DEFEND AND INDEMNIFY THE LINCOLN PARK CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE SSA #23 COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS FAÇADE REBATE PROGRAM.**

Applicant's Signature: _____ Date: _____

Applicant's Name: (Please print) _____

Applicant's Title: _____

Applicant's SSN or Company's FEIN: _____

_____

If the applicant is not the property owner, the following must be completed by the property owner:

I certify that I am the owner of the property located at _____, and hereby authorize the applicant to apply for and receive a rebate under the Façade Rebate Program, and to undertake the approved Improvements outlined in this application package.

Owner's Signature: _____ Date: _____

Application Checklist

Ensure all of the following items are completed and submitted with the application. Incomplete applications will not be accepted.

□ Completed Application Form
- □ Application Fee
- □ Project Description
- □ Photos of Existing Building
- □ Project Plans
- □ Cost Estimates, at least 2 contractors.
- □ Supplemental Documents

  List Documents: _____
  _____
  _____

□ Owner's Deed
□ Tenant's Lease (if applicable)
□ Owner's Written Consent (if applicable)
□ Lien Report showing property is free and clear of any Liens
□ Certificate/s of Good Standing
□ Applicable City Permits

List Permits: _____
_____
_____
_____

□ Zoning Approval (If Applicable)

FOR OFFICE USE ONLY
Application Number: _____
Date Application Received:_____
Application Fee Paid: Check Money Order Credit Card
Rebate: Approved Denied (see attached document)
Total Cost of Project: _____
Date of Inspection: _____
Amount of Rebate: _____ Percentage:_____
Date of Issuance: _____