



# Village of Hanover Park

## APPLICATION & PERFORMANCE AGREEMENT Façade Improvement Program

For assistance and to submit application, contact:  
Community & Economic Development Department  
P: 630-823-5780  
cdevelopment@hpil.org

**WORK ALREADY CONTRACTED OR BEGUN IS INELIGIBLE FOR GRANTS**

Applicant is: \_\_\_\_\_ New to Hanover Park \_\_\_\_\_ Relocation \_\_\_\_\_ Expansion \_\_\_\_\_ Existing Business

APPLICANT INFORMATION		
Applicant Name		Date of Application (mm/dd/yy)
Applicant Address	City, ST, ZIP	Project Address
Phone ( ) -	Fax ( ) -	Email:
Year Established:	Years at your current location:	
Tenants:		

**APPLICANT CANNOT BE IN ARREARS WITH ANY VILLAGE FINANCIAL OBLIGATION**

Width of storefront to be renovated (linear feet): \_\_\_\_\_

Please check planned improvements:

- Awning/Canopy     Walls     Doors     Windows     Shutters  
 Gutters/Downspouts     Signage     Lighting     Landscaping     Fencing  
 Code Improvements     Dumpster Enclosure     Outdoor Seating  
 Stairs/Sidewalks/Porches/Porticos/Railings/Colonnades  
 Screening Mechanical Equipment or Utilities  
 Other (Please Specify): \_\_\_\_\_

### REQUIRED FOR GRANT CONSIDERATION

- Application
- Narrative description and projected budget for scope of work to be performed
- Current Photos of building exterior/façade
- Business description (including product/service)
- Evidence of title or control of property
- Plat of Survey
- Site plan (show proposed changes)
- Elevations (show proposed changes and building materials)
- Submit plans for the following, where applicable: landscape plans, including:
  - Exterior lighting, screening for mechanical equipment or refuse areas, signs and awnings.
  - Proof of ownership (warranty deed or title insurance) and/or lease
  - Agreement (the Village can only sign this once it is complete); and
  - \$100 non-refundable application fee, payable to the Village of Hanover Park.



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### PERFORMANCE AGREEMENT

I hereby submit this application to participate in the Hanover Park Façade Improvement Program. I understand that the purpose of the program is to help encourage and leverage private investment in the Village's business community and help my business bring an underperforming property into more productive use.

I understand that prior to commencing any work, the Village must first approve both my participation, proposed scope of work, and budget for the project and that I must meet with Community and Economic Development staff prior to paying for improvements in order to review how much, if any, the Village may reimburse for the project.

I understand that all improvements made through the help of the program must be in accordance with all Village plans and codes. Moreover, as a condition of approval, I understand the Village may require changes to the scope of work I am proposing. I further understand that any work started or completed prior to approval of the project and my participation in the program is not eligible for reimbursement.

In making this application, I understand that the program is competitive, funds are limited and selection for participation is at the sole discretion of the Village of Hanover Park. I understand that the Village will review my application and at the Village's discretion may reject or approve my participation in the program.

I also understand that if selected for this program, the Village will establish a maximum grant award for the project, and this may be at a lower amount than requested or less than half of the anticipated cost of the project.

I further understand that the Façade Grant operates as a rebate program and, therefore, if selected for participation, Village funds will be disbursed to me at the conclusion of the work, after submittals by me of copies of all bills and satisfactory evidence of their payment, either by lien waivers or bills stamped "Paid" by all contractors. I understand that the actual rebate amount will be calculated at 50% of the documented actual costs by me for eligible expenses to complete the agreed upon improvements, up to the maximum grant amount awarded by the Village for the project.

By signing this application, I hereby acknowledge that I have read the above statement and understand these important features of the program.

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Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL** \_\_\_ Yes \_\_\_ No (Reason or Revisions Needed: See letter, attached.)

**APPROVAL by:** \_\_\_ Village Manager (If Grant Amount is less than \$20,000)

\_\_\_ Village Board (If more than \$20,000) **Mtg Date** \_\_\_\_\_

**MAXIMUM GRANT AWARD:** \$ \_\_\_\_\_

**NOTICE-TO-PROCEED Date:** \_\_\_\_\_

**Note: DO NOT PROCEED WITH PERMITTING OR CONTRACTS UNTIL SIGNED BELOW**

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Signature of CED DIRECTOR \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_