



## Village of Hanover Park Administration

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# FAÇADE IMPROVEMENT PROGRAM PROCEDURES & GUIDELINES

## A. Purpose

The purpose of the Façade Improvement Program (Program) is to encourage the improvement and revitalization of the exterior of existing commercial buildings fronting public streets. The Village of Hanover Park (Village) promotes the improvement of existing facades to make properties more attractive and increase long-term property values. A goal of each of the TIF Districts is to improve the visual image of the area through building and streetscape improvements and enhance the value of properties.

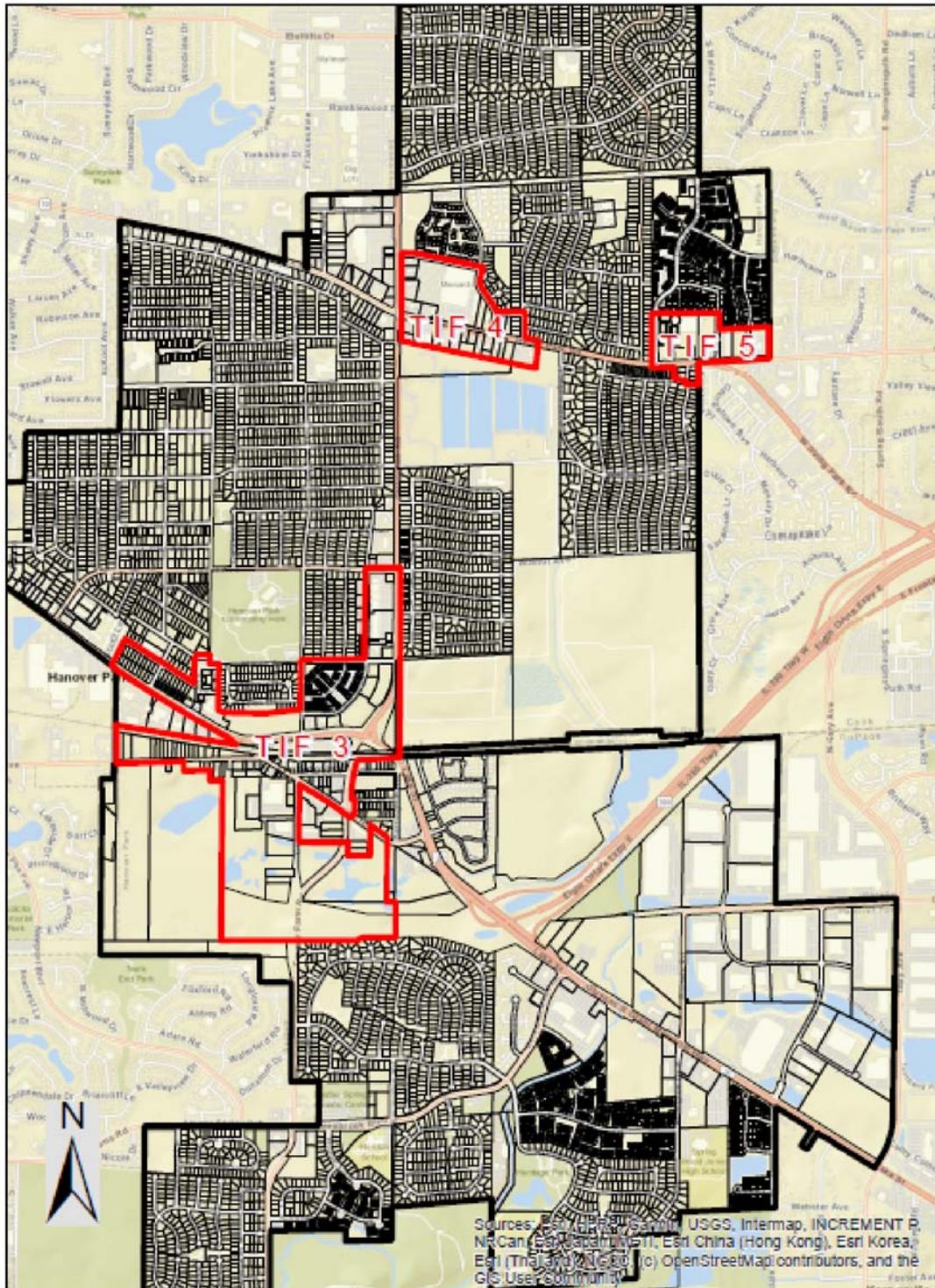
The façade is the primary street-facing side or sides of a building, including elements that are visible from the public right-of-way. Corner buildings, with each side facing a street, shall be considered as having two facades. The façade shall include the building front from the sidewalk or grade level to the uppermost roofline, including the parapet wall or screen for mechanical equipment. A portion of the grant funds can also be used for streetscape and landscape improvements as part of a façade improvement project.

The Village encourages private property owners to work with the Village to promote the continued use and maintenance of existing commercial structures, with the expectation of achieving and maintaining quality building stock, architecture, landscaping (including hardscapes, trees and shrubs) and signage that are complementary to the commercial character of each neighborhood and enhance long-term property values and enjoyment by all residents of the community.

## B. Eligible Properties

All commercial properties within TIF Districts 3, 4, and 5 are eligible for the Program. Properties must be used in whole or in part for commercial purposes. These could include mixed-use properties that contain, for example, retail or service uses on the first floor and office or residential on the upper floors. Institutional and publicly owned properties are not eligible for the Program. Properties that have received TIF financial assistance from the Village in the previous 10 years, are not eligible for the Program.

# Hanover Park Active TIF Districts



### C. Available Funding

This is a reimbursement grant. The applicant (owner, purchaser or tenant of a property) shall pay all design and construction expenses related to improvements to the exterior street facing façades and/or landscaping of an existing building. The maximum amount of reimbursement shall be based on the following:

1. A minimum project cost of \$5,000;
2. The Village will reimburse the lesser of either fifty percent (50%) of eligible project costs, or
  - \$25,000, including a maximum of 30% for landscaping.
  - \$100,000 for a multi-unit shopping center, including a maximum of 30% for landscaping. The project may be phased over the course of four (4) years.
  - \$10,000 for landscaping-only projects, when the remainder of the property is code-compliant, as determined by the Village.
3. In no instance will more than \$1,000 per one linear foot of building fronting a public street be reimbursed

Applications and funding are available on a first-come, first-served basis, based on the date the application is submitted. Funding levels fluctuate from year to year, depending upon the Village's approved annual budget.

Applicant and Property owner must be in good standing with the Village of Hanover Park and not in arrears with any financial obligations to the Village, including, but not limited to, taxes, license fees, assessments, and/or utility bills.

### D. Application Process

1. Review the Program information, including the eligibility requirements, to determine if the proposed project is likely to qualify for reimbursement under the Program. Applications are considered on a first-come, first-served basis.
2. Submit the Program application and all required information to the Community & Economic Development Department for review and approval by the Village PRIOR TO BEGINNING ANY WORK. The following information shall be submitted:
  - a. Complete Application form
  - b. Narrative description, schedule, and projected budget for scope of work to be performed
  - c. Current Photos of building exterior/façade
  - d. Business description (including product/service)
  - e. Evidence of title or control of property
  - f. Plat of Survey
  - g. Site plan (show proposed changes)
  - h. Elevations (show proposed changes and building materials)
  - i. Submit plans for the following, where applicable: landscape plans, exterior lighting, screening for mechanical equipment or refuse areas, signs or awnings
  - j. Proof of ownership (warranty deed or title insurance) and/or lease
  - k. Agreement (the Village can only sign this once it is complete); and
  - l. \$100 non-refundable application fee.

3. All plans and specifications shall comply with all applicable Village codes and ordinances  
  
Design review of each project will be conducted by the Community & Economic Development (CED) Department. The project should be reviewed for compliance with the goals and objectives outlined in the TIF District Plan. Approval must be received before an application can be accepted for the Program.
4. CED staff will determine whether the application can be approved administratively or whether the project will require approval from the Village Board.
  - a. Projects with a project cost less than \$20,000 may be approved by the Village Manager, following review and recommendation from the Director of Community & Economic Development
  - b. Projects that cost \$20,000 or more shall be approved by the Village Board of Trustees
5. Applicant shall provide the Director of Community & Economic Development with at least two bids/quotes for each approved work item and notify staff as to the contractor selected. **Actual construction may only begin after bids have been submitted and after execution of the Façade Improvement Program Agreement.** No changes shall be made to the scope of work unless approved by the Director of Community & Economic Development. If the contract is awarded to other than the low bid/quote, reimbursement will be made on the basis of the low bid/quote or the actual construction costs, whichever is lower.
6. The Village may approve the project as submitted, approve it with changes or deny it.
  - a. If the Village approves the project, the Village has the authority to enter into an agreement with the applicant, which explains the Program requirements and identifies the maximum amount that the Village agrees to reimburse the applicant. If actual costs exceed the estimates shown on the application, the applicant will be responsible for the full amount over the total estimate. The Village will not reimburse more than the total amount specified in the agreement.
  - b. If the Village approves the project with changes, the applicant shall make the recommended changes before the Village will proceed with executing an agreement.
  - c. If the project is denied, the applicant may only resubmit an application after the concerns of the Village are addressed.
7. The Village will notify the applicant that they may proceed with the Program, once the Village approves the agreement.
8. The applicant may submit a building permit and construction drawings to Inspectional Services for review, along with the executed agreement. Construction cannot begin until a building permit has been issued. The applicant is responsible for paying all building permit fees.
9. Any changes to the approved project will require the Owner/Applicant to submit the changes to the Village for review and possible amendment of the approved agreement PRIOR to the installation of improvements.

## E. Construction Process

1. Construction on the project may begin once a building permit is issued. All work shall be completed in accordance with the approved agreement and building permit plans. Work shall begin within 90 days of the agreement being approved unless otherwise approved by the building official and must be completed within one year of the building permit being issued.

## F. Reimbursement Process

1. Once construction on the project is complete and the final inspections by Inspectional Services are done and approved, the applicant shall notify the Community & Economic Development Department. The applicant is responsible for all payments for services related to the project. The Village will only reimburse the applicant up to fifty percent (50%) of qualifying expenses per Section C. The applicant shall submit the following information for review upon completion of the project:
  - a. Owner's Sworn Statement,
  - b. Statement regarding architectural services (if applicable),
  - c. Contractor's Sworn Statement, and
  - d. Final Lien Waivers.
2. Once the Community & Economic Development Department inspects and approves the completed project, and reviews and approves all construction information, the Village will reimburse the applicant for costs, in accordance with the approved agreement.
3. Complete documentation needs to be submitted to ensure timely reimbursement by the Village. Reimbursement may be delayed or revoked if work is not completed in accordance with the approved building plans or agreement, or if all the required documentation is not submitted.

## G. Maintenance of Improved Facades

The Village expects the applicant to retain the approved improvements for at least five years after the improvements are made.

## H. Program Guidelines

### 1. Eligible Improvements

The following are examples of activities that may be eligible for reimbursement. The project is more likely to be funded if an improvement entails one or more of the activities listed below. All projects will be evaluated based on how they meet the purpose of the Program, as defined in Section A.

- **Awnings and Canopies:** Installation of permanent awnings and canopies.
- **Exterior Walls:** Repair, restore or rebuild vertical or parapet walls, including cleaning, sealing, tuckpointing, patching, painting or replacement of siding or masonry.
- **Exterior Building Materials:** Removal of exterior building materials on the façade that are not original or are in excess to the building.
- **Exterior Doors:** Repair, restore, replace, and install doors and hardware used to provide public access.
- **Exterior Windows:** Install, replace or repair windows, frames, sills, glazing or glass.

- **Shutters:** Repair, restoration, replacement or addition of exterior shutters, where they relate to exterior windows.
- **Gutters and Downspouts:** Install, replace or repair gutters and downspouts.
- **Stairs, Sidewalks, Porches, Porticos, Railings or Colonnades:** Repair, replace or install these exterior elements where they affect access to the building.
- **Signs:** Installation of permanent wall signs, monument signs, etc. in conjunction with a comprehensive façade improvement project.
- **Outdoor Seating Areas:** The installation of hardscape or permanent structures related to outdoor seating areas.
- **Exterior Lighting:** On the front of a building.
- **Landscaping:** Installation of trees, shrubs, and perennials on private property immediately adjacent to the street side of a building.
- **Screening of mechanical equipment or utilities at grade or on the roof:** Installation of screening, such as fencing or landscaping, which is visible from the street.
- **Fencing:** Decorative metal fencing that is visible from the street.
- **Code Improvements:** Exterior improvements required to make the building ADA compliant or to meet life, safety, building or zoning regulations.
- **Dumpster enclosures**
- **Parking Lots:** Reconstruction or resurfacing up to the rear building line only and only if visible from the public right-of-way.

## 2. Non-Eligible Improvements

Properties that have previously received TIF financial assistance from the Village in the previous 10 years, are not eligible for the Program.

Generally, any work that is not visible from the street is not eligible. The following are examples of activities that are not eligible for reimbursement:

- Any work related to a façade not visible from the public right of way
- Routine maintenance of buildings, not part of comprehensive façade improvement including but not limited to annual plantings, mulch, landscaping maintenance activities such as grass cutting, edging, trimming, pruning.
- Disposal or clean-up costs.
- Extermination of insects, rodents, vermin and other pests.
- Installation of heating, ventilation and air-conditioning equipment.
- Plumbing work
- Fire suppression systems.
- Electrical wiring or service upgrades, except where needed to illuminate the exterior of the building or signs.
- Elevator installation or repair.
- Furniture, moveable planters, heaters, lighting, temporary awnings and tents for outdoor seating areas.
- Architectural services: including that portion directly related to the façade improvement.
- Construction services: including that portion directly related to the façade improvement.
- Any other improvement that is not required as part of the eligible exterior improvements for which funding is requested.
- Roofs
- Gutters

**I. Design Considerations for Building Facades**

1. Applicants shall refer to the Zoning Ordinance and Sign Code for further direction on facades, signs and awnings/canopies.
2. Architectural style of projects should match the original facades of the building where possible. Major design elements, such as building heights, rooflines, and building materials and colors shall be harmonious with surrounding buildings.
3. Elements of architectural significance and original elements shall be restored, as much as possible.
4. Building windows shall add to a building's appearance and be an integral part of the overall design. Restoration of the original window size is encouraged. Filling in existing windows is discouraged.
5. Entrances to buildings shall be clearly defined without the need for signs. Open, transparent entrances for first floor retail spaces are more inviting to the public and are encouraged. Buildings of historic value shall have entrances restored to the original design. Protection of building entrances from the weather is desirable.
6. Building Materials:
  - a. Materials, such as brick and stone, are encouraged. Artificial materials, such as Exterior Insulation Finish Systems (EIFS) are discouraged.
  - b. Facades with architectural historic value shall be returned to their original materials and character as much as possible.
  - c. The use of aluminum in window or storefront glazing shall have architectural finish.
  - d. The use of exposed plywood or plywood related materials shall not be allowed.
  - e. The use of security grilles and screens is discouraged.
  - f. Color schemes shall be harmonious with the existing structure and surrounding buildings.

Exhibit A: Application