

I. INTRODUCTION

The Lakeview East Façade Rebate Program is designed to promote and revitalize commercial retail buildings. It is managed by the Lakeview East Chamber of Commerce (“LVECC” or “the Chamber”) and is funded solely by the Special Service Area #17. This booklet provides a detailed explanation of the Lakeview East (SSA #17) Façade Incentive Program.

The Program provides financial and technical assistance to the owners and tenants of buildings that have street level commercial retail space within the published Special Service Area #17 boundaries:

- Sheffield Avenue from Diversey Parkway to Irving Park Road
- Diversey Parkway on the north side of the street from 916 West Diversey Parkway to 1012 West Diversey Parkway
- Clark Street from Fletcher Avenue on the west side of the street to Byron Avenue and from Belmont on the east side of the street up to and including the parking lot north of 3801 N Clark
- Belmont Avenue from Halsted Street on the north side of the street and Clark Street on the south side of the street to Racine Avenue
- Addison Street from the parking lot west of 1111 West Addison Street to Wilton Avenue and Addison Street from Wilton Avenue to Reta Avenue on the south side of the street
- Irving Park Road on the south side of the street from 1017 West Irving Park Road up to and including the parking lot just east of Fremont Street
- Waveland Avenue from Sheffield Avenue to Clark Street
- Seminary Avenue from Clark Street to Waveland Avenue

Rebates are provided in recognition of the significant impact storefront improvements have on the appearance and marketing of the Lakeview East commercial area.

The applicant receives a rebate after the project is completed, all costs related to the project have been paid and adequate documentation has been submitted to LVECC. 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. Projects must be completed in the 180 day time frame and within the same calendar year. Failure to do so will result in applicant’s rebate being canceled.

II. ELIGIBILITY

A. 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 the risk that the project may 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 SSA Service Provider agency staff 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.
16. No property owner or business can receive more than one grant in five (5) calendar years from disbursement of the original grant.

B. Eligible Applicants

Owners and tenants (with owner's written consent) of street level commercial/retail property, located within the SSA #17 taxing boundaries may apply. All applicants must submit proof of property tax payment.

In cases where the owners of free standing franchise businesses apply to the program, each case will be reviewed individually. In such cases, applicants may need special permission to deviate from franchise agreement design guidelines. The ability of such applicants to comply with Lakeview East Façade Incentive Program's design guidelines will have a significant bearing on acceptance into the program.

Any applicant having participated and completed a project at a specific location or business under the program will not be eligible for similar improvements for a period of five (5) years.

Any change in the ownership of a property participating in the program after the issuance of a rebate, will result in the removal of that project from the program. The prior and subsequent owners/applicants of the property shall be ineligible to receive a rebate for that project.

C. Eligible Improvements

Improvements under the Lakeview East Façade Incentive Program may include: complete façade renovation, restoration, exterior lighting, new sign, graphics, windows, doors, awnings, tuck-pointing and masonry and other relevant improvements as approved by the Chamber.

All proposed improvements and rehabilitative work will be subject to the review and approval process by LVECC. The proposed improvements also must be reviewed by other City of Chicago departments to assure compliance with City of Chicago zoning and building code requirements, and any other local and state laws and ordinances, if applicable. New construction will be deemed eligible after five (5) years.

D. Eligible Expenditure

Approved applicants who plan to install over \$1,000 of exterior storefront improvements are eligible for a rebate of 60% of the approved cost. The improvements must have a positive and significant impact on the commercial area. The rebated amount shall never exceed \$6,000 per store front, or a maximum of one rebate per (25) twenty five linear feet if multiple store fronts of different businesses. A business shall not be entitled to more than two (2) storefronts. It is at the Board's discretion to approve any variances for special requests to this program.

Positive and significant impact defined: Changes that are apparent from the commercial street such as: adding additional square footage to storefront, changing window or door style, size or material type, and reconfiguring traffic pattern of an entry way or window local.

Storefront defined: as a commercial retail business that has direct and immediate pedestrian access from the public way. In cases where several businesses share a common entrance, only the entrance shall be credited as a storefront.

The goal is to concentrate on street level improvements, but upper level improvements may be approved if it has significant impact on the street appearance. This will be subject to review by LVECC. Professional, legal, architectural and

city permit fees may be included in the total storefront improvement cost.

Expenditures where the applicant serves as a contractor or supplier will not be considered as an eligible expenditure. If the applicant plans to complete construction themselves they must submit two additional estimates from other contractors in addition to their own.

The Chamber requires applicants to submit three (3) sets of cost estimates for review. The Chamber reserves the right to reject questionable estimates as well as implement such additional program rules and regulations as it deems reasonable. Projects whose total cost is estimated at \$3,000 or less need to submit one (1) bid for the project instead of three (3), subject to approval and possible request for additional bids and information from the Chamber.

E. Ineligible Improvements

1. Roofing improvements.
2. Interior Improvements.
3. Rear, side, alley, or secondary improvements not visible from the public right-of-way.
4. New construction or additions.
5. Improvements that are considered regular building upkeep or maintenance.
6. Improvements planned for new buildings (constructed less than 5 years before application date), except for awnings, and/or signage.
7. Flower boxes and planters.
8. Sidewalk café furniture considered temporary in nature, such as tables and chairs.
9. Parking lot improvements that face side streets, alleys or are not visible from the main shopping street.

III. APPLICATION PROCESS

A. Application Phase

An Applicant Must:

1. Submit application form completed in its entirety. Please use the application form at the end of this packet.
2. Submit three (3) sets of cost estimates for projects over \$3,000.00; for projects under \$3,000.00 submit one (1) set of cost estimates. All cost estimates should be itemized. 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.

3. Submit a \$50 non-refundable processing fee in the form of a check or money order, made payable to the Lakeview East Chamber of Commerce (LVECC).
4. Submit photos of the existing building and area surrounding the proposed project.
5. Submit a written authorization from the property owner, if different from the applicant. The authorization must state that the applicant has the authority of the building owner to make the proposed improvements and participate in the program. *Use enclosed form in application.*
6. Applications will be considered in the order they are received.

If the applicant is providing their own designs, please submit the following (subject to LVECC Design Guidelines):

1. Design drawings which graphically indicate the proposed improvements. Drawings must include all elevations, dimensions and other appropriate measurements and information.
2. Project specifications including color samples and designs for awnings and/or signs.
3. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own. The detailed itemized cost estimates from the additional two (2) contractors must include color samples, material samples, and awning and sign designs. The Lakeview East Chamber of Commerce reserves the right to reject questionable estimates. If any cost is incurred in securing estimates, that cost may also be included as an eligible expense (if the application is approved).

B. Review & Approval Phase

The applicant or representative must present the project to the Chamber for approval. After the completed application is received, it will be reviewed by the SSA Commission. If the Commission approves an application, a Approval Letter will be sent to the applicant. This letter will serve as the formal agreement between LVECC and the applicant. The letter will also authorize the applicant to begin construction and will indicate the potential maximum rebate the applicant will receive if the proposed work is completed.

The applicant must complete the improvements in 180 days of the date of the Approval Letter. Under no circumstances is the applicant to begin construction before the issuance of the Approval Letter.

C. Rebate Request and Inspection Phase

Upon completion of the work, the applicant must request the rebate by submitting the following documentation to LVECC. Note: All of the below should be submitted together in one package.

1. Written verification that all agreed-upon work has been completed correctly.
2. Before and after photos showing the completed work.
3. Copies of all required City permits.
4. Copies of all paid invoices.
5. Copies of the cancelled checks or credit card receipts for all eligible work that shows all work has been paid in full.

If the documentation is in order, LVECC will conduct a field inspection to verify compliance with the Program guidelines and pre-approved plans.

D. Rebate Distribution

The Lakeview East Chamber of Commerce will authorize a rebate check for the participant. Because funds for a project cannot be reserved indefinitely, your rebate will be subject to cancellation if not completed within 180 days of Approval. In approximately two (2) to four (4) weeks the check will be issued and the applicant can pick up the check from the Chamber office. Rebate checks not cashed after ninety (90) days will be null and void. LVECC reserves the right to delay payment due to fiscal year availability of funds. In some cases, applicants may not receive funds until the first part of the following fiscal year.

IV. IMPROVEMENT GUIDELINES

A. Façade

The façade is the entire exterior front surface of a building from sidewalk grade to the roof line. Material used for the renovation of the façade should match or be compatible with the original materials and the design of the building. Avoid mixing materials and avoid imitations of materials. Solid or permanently enclosed or covered storefronts are prohibited, as are window treatments which significantly decrease the amount of window area.

All damaged, or otherwise deteriorated elements of storefronts, display windows, entrances, upper

façade or upper signs should be repaired or replaced. Additions to a building should use materials similar to those used in the existing building (i.e.: matching size, color and texture of original materials). Each building unit, whether existing or proposed, should be an integral element of the total site design. It should reflect and complement the character of the surrounding area.

B. ADA Compliance

In order to insure people's access to purchase goods and services, all applicants who participate must meet, at the minimum, accessibility standards as put forth by the American's With Disabilities Act (ADA) prior to receiving rebate.

If awning or canopies exist, or are to be installed, they shall comply with all current and local ordinances. In cases where parking lots are involved in the project (and the parking is to be utilized by the program), a minimum of two parking stalls shall be made accessible to the disabled and appropriately marked for that use only. These parking stalls shall be adjacent to each other. Each shall be a minimum of sixteen (16) feet in width, including the combined width of two designated access isles. There shall be designated access isles located on each side of the parking space. Each designated access isle shall have a minimum width of four (4) feet. The length of these parking spaces shall be nineteen (19) feet. If the parking element of a project involves over 50 spaces, additional accessible parking spaces will be required as determined by LVECC.

C. Cleaning Masonry

Brick and stone are not to be sandblasted, since these materials are porous and can be damaged. Such materials should only be chemically cleaned or steam cleaned. Specifications regarding the cleaning of historic buildings shall be submitted as part of the contractor's proposal.

D. Tuck Pointing

Masonry surfaces should be properly tuck pointed to avoid moisture seepage and excessive wear on the masonry. New mortar should be compatible with color/texture and form of original mortar. With historic buildings, specifications must be submitted with the contractor's proposal.

E. Exterior Lighting

The use of lights to illuminate building façades is highly encouraged and may be done with projecting, or concealed, fixtures. Such fixtures should be inconspicuous and harmonious with the

building's design. All fixtures, receptacles and equipment should be in accordance with the City of Chicago Building Code and Public Way Ordinance; all required permits must be obtained by the applicant.

F. Signs

A sign's major purpose is to identify a business and not advertise its merchandise and services. Signs should not be large and overbearing or cluttered with excessive information. They should be simple and coordinated with neighboring signs.

Randomly located signs, signs containing too much information, the use of many signs, and signs that are too large for individual shops and compact neighborhood shopping areas are too often hard to read and easily missed by pedestrian shoppers and drivers. Such signs can give local shopping areas a cluttered, confusing image and must be removed and replaced by awnings that display business name and phone number or replaced with a sign that is fixed against the face of the storefront above the display window. All brackets and supports supporting the projecting sign must be removed to the surface of its origin.

Simple signs and their consistent size and location from one storefront to the next, make locating businesses easier for pedestrians and drivers. Signs should be placed on the horizontal bank, above the first storefronts, or in the panel located over the display windows.

The signs shall be no larger than 3' x 3' (36" in circumference.) The arm of the sign or supporting apparatus shall not be longer than 12" from the building. All signs must be approved by the Commission. A schematic of all signs shall be submitted with your application.

Portable or temporary signs, large signs on upper façades, blinking, neon, or halogen signs are prohibited. 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.

Exceptions shall be considered for approval on a case-by-case basis.

Sign colors should be coordinated with colors of the building. Sign size should be compatible with the scale of the applied and surrounding buildings. Where sign lettering is to be placed on windows, small letters should be press-on vinyl or painted, printed, marked, stamped or otherwise applied to the awning.

All sign lighting elements, such as switches and panel boxes, should be concealed from view as much as possible. Old signs, unused support structures and empty electrical conduits should be removed. Projecting sign removals and related expenses will be funded 100%. All other removals will fall under the 60/40 policy.

G. Awnings and Canopies

Awnings and canopies can be attractive improvements to a store-front and a good location for the store's name. They also provide shelter from the sun and rain. Cloth awnings are recommended. Metal, vinyl, and wood type canopies are prohibited. Fixed shingle canopies and mansard roof type canopies, whether permanent or temporary, are also prohibited. Both awnings and canopies should not be less than seven feet six inches (7' 6") above grade, and should be installed against the building.

H. Colors

Choose colors carefully and coordinate building colors with sign colors. Neutral colors like whites, grays and beige bring out the most detail. Colors like browns and blacks cover defects and conceal details. Do not use too many colors. Use blue, green, red, yellow and orange sparingly, and limit use to entry and door details.

I. Windows and Doors

Windows and doors should be tight and have sashes of proper size and design. Window frames with rotten wood, broken joints or loose mullions should be replaced. All broken and missing windows should be replaced with new glass. Display windows, entrances, signs, lighting, sun protections, etc., should be compatible and harmonious with the original scale and character of the structure. No storefront should be covered or boarded up. No security gates of any kind will be allowed. The Chamber and police department recommends electronic security systems. If existing security gates or bars are present, they will need to be removed.

Lighting of display windows and the façade is encouraged during evening hours and at times agreed upon by LVECC.

V. MISCELLANEOUS IMPROVEMENTS

A. Parking Lots

Parking lots facing shopping streets and serving adjacent stores may be eligible for landscaping, lighting and decorative fences along the edges that

screen or buffer the area from pedestrian shoppers. Such lots must receive special approval from LVECC to participate in the program. Parking lots facing side streets only, or not visible from the main shopping street, are not eligible under the program.

B. Wall Murals and Graphics

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

C. Softscape Improvements

LVECC will fund 100% of approved softscape improvements. For a listing of available and approved softscape elements please contact the Chamber office.

VI. PERMIT INFORMATION

A. Building Permits

1. Building permits are issued by the Department of Buildings, City Hall Room 900, 121 N. LaSalle St., Chicago, IL 60602, (312) 744-3600. To assure compliance with the Chicago Building Code which establishes minimum health safety standards for all construction in Chicago. Permits are required for all additions, alterations and new construction. Building permits should be clearly displayed at all construction sites.

For more information, visit:

<https://www.cityofchicago.org/city/en/depts/bldgs.html>

2. For façade improvements only, there is no need for architectural elevations; an architect's design sketch would suffice. In cases where a substantial amount of work is to be done, such as structural changes, installation of new window framing, or a change in the size of windows, the Building Department would require a set of architectural drawings.

3. For concrete work, a licensed mason contractor should obtain a building permit. Replacing windows, storefronts or a change in the number of doors and windows would also require a building permit.

B. Barricade Permits

1. Construction that will impact the public way requires a permit issued by the Chicago Department of Transportation.

For more information, visit:

https://www.cityofchicago.org/city/en/depts/cdot/supp_info/regulations_for_construction_in_the_public_way.html

2. Tuck Pointing and cleaning of brick masonry normally do not require a permit, but if public safety is involved, a barricade permit should be secured.

C. Awnings and Canopies

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 (BACP), 121 N. LaSalle St., 8th Floor, (312) 744-6060. A permit for awnings that extends for LESS than two feet over the public right-of-way can be issued by the Department of Buildings.

For more information, visit:

https://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

D. Electrical Permits

Electrical permits are secured by a licensed electrical contractor for light fixtures, neon signs and lighted window displays.

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. SSA Service Providers and their agents accept no responsibility for information that is no longer accurate.

FOR QUESTIONS OR MORE INFORMATION, CONTACT THE LAKEVIEW EAST CHAMBER OF COMMERCE AT (773) 825-3208.