

BUILDING FAÇADE IMPROVEMENT AND DESIGN/ENGINEERING GRANT PROGRAM APPLICATION

VILLAGE OF MORTON, ILLINOIS

*Submittal Deadline is June 17, 2016 at 5:00 pm at the
Village Hall at 120 N. Main, Morton, IL*



Table of Contents

Eligibility	1
Other Criteria for Eligibility	2
Pre-Approval Review Process	2
Applicant Information	3
Owner of Property Information (If Different Than Applicant)	3
Subject Property Information	4
Detail List of Project Expenses	5
Attach Photographs Of The Existing Building	6
Attach A Sketch Of The Proposed Conceptual Design	7
Attach Photos Of Color And Material Samples	8
Project Cost Estimates	9-10
Amount Of Grant Funds Requested	11
What Is The Estimated Time Necessary To Complete The Project?	11
Describe How The Proposed Project Is To Be Financed	11
Will The Proposed Exterior Work Be Performed If The Grant Is Not Awarded?	12
Past Improvements	12
Commencement And Completion Of Work	12
Disbursement Of Funds	13
Grant Application Signatures:	14
Business District Map	15
Eligible Items for Grant	16
Non-Eligible Items for Grant	16
Exterior Facade Standards	17
Façade Improvements	17
Architectural Facade Standards	17
Awning Standards	18
Signage Standards	18
Ornamental Screening Standards	19
Exterior Lighting Standards	19
Exhibit A – Digital Signage Exclusion Area	20



BUILDING FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION VILLAGE OF MORTON, ILLINOIS

The Building Façade Improvement Grant Program of the Village makes funds available to owners of properties and businesses located within the Morton Business District to provide financial assistance for the rehabilitation of the exterior of commercial buildings located within the District. It is expected that such rehabilitation will promote commercial redevelopment activities within the District, improve the aesthetics of commercial buildings located within the District, and enhance the overall quality of life for residents of the community.

The Program is part of the Village’s economic development efforts and is administered by the Village through its Business District Development and Redevelopment Commission. The decision to fund projects is made by the Corporate Authorities. The recommendation of the Commission to approve an application shall be based on the merits of the proposed project and the availability of program funds. In the event that application requests exceed the amount of available program funds, applications will be prioritized based pre-established standards.

Please mark the appropriate box for the type of grant application. You may apply for both types of grant if all work will be done within the required time frame.

Façade Improvement Grant

Design & Engineering Grant

Eligibility (please mark the appropriate Yes or No answer)

Yes No

- 1. Have you received the same type of grant through this program in past 2 years?
If the answer to #1 is Yes, you are not eligible and you do not need to complete the application.
- 2. Is the property located within one of the specified business districts?
(A map of the districts is available in section “Business District Map” on page 14 of this document or at <http://www.morton-il.gov/gis-maps-and-data>)
- 3. Are the updates to the facade visible from street?
- 4. Will the project cost at least \$1,000 or more?
- 5. Are you either the owner of the property or its tenant with written consent of owner?
- 6. Is the building an existing, commercial or mixed-use, ground-level, all commercial property?
- 7. Are the property taxes current on the building?

If the answer to questions #2-#7 is yes, then you may be eligible for the program and you should fill out the rest of this application.

If any one of the answers is NO, you will not qualify.

A fee of \$250.00 must be submitted with this application. This fee will be returned if 1) the grant is not approved, or 2) the grant is approved and the work is completed within the allotted time frame. Make checks payable to the Village of Morton.



Other Criteria for Eligibility-Check if Completed

DONE

Review project with Roger Spangler, Planning and Zoning Officer at the Village office 120 North Main Street, or (309) 266-5361, Ext. 240, to discuss the projects eligibility and what permits are required. Inquire if a Site Plan will be required, and if so review with Roger Spangler that it will be approved?

Will this project require design/engineering services? Additional funding is available for this type of service. See the Design & Engineering Grant portion of this application.

Before submitting this application has it been completely filled out and

Pre-Approval Review Process

A pre-approval review, by a commission member, is available prior to submitting the application. The completed application must be submitted to the Village Office at 120 N. Main before **May 31, 2016**. Any application submitted after May 31, 2016, will not be reviewed prior to the submission deadline on **June 17, 2016**, and therefore could be rejected if not completed correctly or it is missing required information.



1. Applicant: (please print clearly)

Name: _____

Mailing Address: _____

Email: _____

Telephone Number: _____

Address of Property: _____

If applicant is not the owner of the property, Section 2 must be completed and signed by the property owner.

2. Owner of Property (If Different Than Applicant)

Name: _____

Mailing Address: _____

Email: _____

Telephone Number: _____

I certify that I, the owner of the property located at

I agree to and authorize the Applicant to apply for a grant under the Building Façade Improvement Grant Program and to perform the proposed exterior work described in this application. I further certify that I am current on any and all property tax and mortgage payments.

Signature of Property Owner

Date

Printed Name of Property Owner



3. Subject Property

Address: _____

Property Index Number (PIN): _____

Date of Original Construction: _____

Current Use of Property: _____

Proposed Use of Property (If Different Than Current Use of Property):

4. If Applicant Is Not The Property Owner, Does Applicant Have a Lease?

Yes No (circle one)

If Yes, What Is The Expiration Date Of The Lease? _____

5. Description of Project

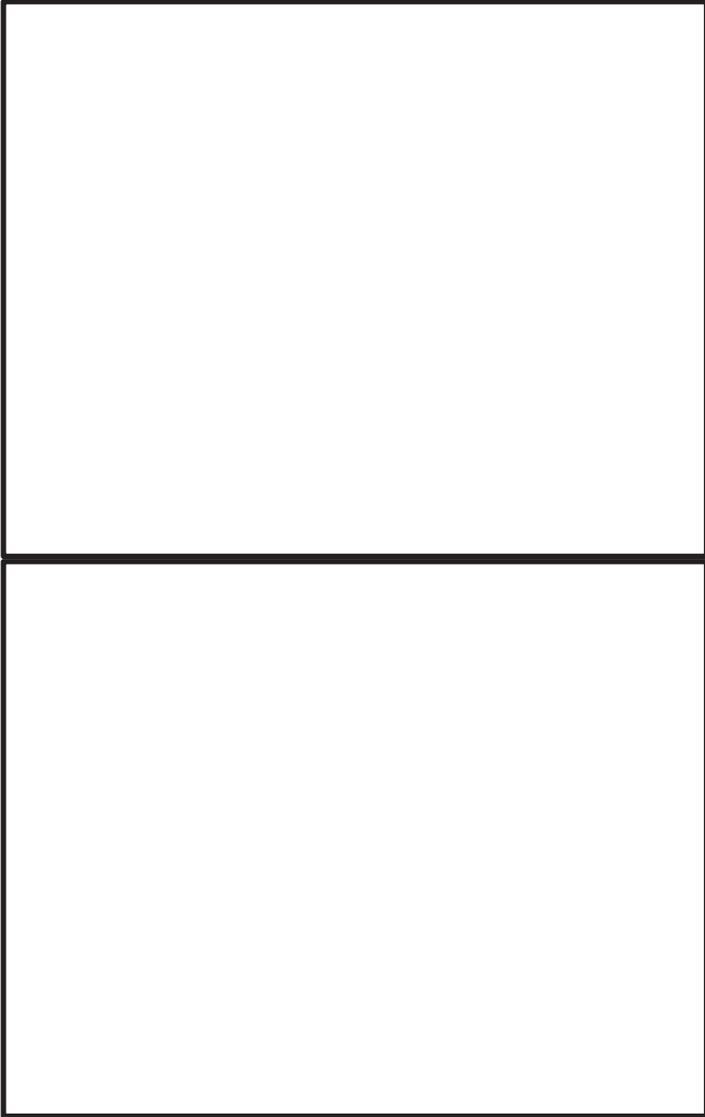
Provide an overall description of the proposed exterior work for this project.
Use additional paper if required.



Provide, in detail, an itemized list of the expenses and the associated cost for each project item. For a list of Eligible items see "Eligible Items for Grant" on page 15 and for a list of Not Eligible items see "NOT ELIGIBLE" on page 15 in this document.

	Line Item	\$ Bid #1	\$ Bid #2
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

6. Attach Photographs of the Existing Building



7. Attach a Sketch of the Proposed Conceptual Design

A large empty rectangular box divided into two horizontal sections, intended for a conceptual design sketch. The box is outlined in black and occupies the left side of the page.

8. Attach Photos of Color and Material Samples

Two large, empty rectangular boxes stacked vertically, intended for attaching photos of color and material samples. Each box is outlined with a thick black border.

9. Project Cost Estimates

Attach **two (2)** current (within 60 days) estimates from qualified contractors for all exterior work to be performed. We encourage at least 1 estimate be from a Morton business (where applicable).

ATTACH ESTIMATE #1 HERE

ATTACH ESTIMATE #2 HERE

The only exception for not having two (2) estimates is if the parent organization requires the franchise business owner to use a specific contractor. If this is the case, then a letter from the parent organization stating this policy must be included in this application.

In all other cases, if only one estimate is submitted the grant application will be rejected.



10. Amount of Grant Funds Requested

\$ _____ Facade Grant

\$ _____ Architectural, Design, or Engineering Services

Grants for physical improvements to and/or maintenance, preservation, protection, reconstruction, and/or rehabilitation of buildings may be awarded to eligible applicants for eligible projects on a reimbursement basis for not more than fifty percent (50%) of the total project cost or \$10,000.00, whichever is less.

Grants for architectural, design, and engineering services may be awarded to eligible applicants for eligible projects on a reimbursement basis for not more than fifty percent (50%) of the total project cost or \$5,000.00, whichever is less.

11. What Is The Estimated Time Necessary To Complete The Project?

Start date: _____

Completion date: _____

12. Describe How the Proposed Project is to Be Financed:



13. Will the Proposed Exterior Work Be Performed if the Grant Is Not Awarded?

Yes ~~XXXXXX~~ No ~~XXXXXX~~ (circle one)

Explain Your Answer:

14. Past Improvements

To the best of your knowledge, describe any past efforts to improve the exterior of the building which has been performed within the past ten (10) years:

15. Commencement and Completion of Work

Upon this application is approved, the applicant must request a Notice to Proceed from the Village. Any work that is included in the Grant Application, whether funded by the Village or the Applicant, must not commence prior to the issuance by the Village of a Notice to Proceed.

The applicant must request the Notice to Proceed within six (6) months of the application approval. The Applicant must commence the project within ninety (90) calendar days of the date that the Notice to Proceed is issued. The Applicant must complete the project within one (1) calendar year from the date that the Notice to Proceed is issued. Failure to commence the project within ninety (90) calendar days of the date that the Notice to Proceed is issued or to complete the project within one (1) calendar year from the date that the Notice to Proceed is issued shall result in the forfeiture of the grant award by the Applicant. Extensions of these deadlines may be granted by the Commission, at their sole discretion, due to extenuating circumstances.

16. Disbursement of Funds

Upon completion of the project, the Applicant must request reimbursement. Submit a copy of this form along with the photos of the finished work to the Village Office. **Also applicants must submit itemized bills, invoices, or statements and proof of payment in the form of copies of cancelled checks and/or receipts for work completed in order to receive reimbursement.**

Village staff will inspect and approve all completed work prior to reimbursement to determine whether or not the project is complete and in accordance with the approved application and its policies and procedures. The Village shall not be obligated to reimburse the Applicant if it determines the project has not been completed in accordance with the application or the policies and procedures.

After review and approval of the request for reimbursement by the Business District Commission, at its next regular meeting, the Village Board, and the inspection and approval of the completed work, payment for the grant will be issued.

Attached Photos of Completed Project

Attached Copies of Bills/Invoices/Statements for Completed Project



17. Grant Application Signatures:

THE UNDERSIGNED CERTIFIES THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION, AND ALL OF THE INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION, IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE AND BELIEF AND THAT THE APPLICANT WILL ABIDE BY ALL OF THE PROVISIONS OF THE BUILDING FAÇADE IMPROVEMENT GRANT PROGRAM POLICIES AND PROCEDURES.

IF THE APPLICANT IS NOT AN INDIVIDUAL, THE UNDERSIGNED CERTIFIES THAT HE/SHE IS A DULY AUTHORIZED REPRESENTATIVE OF THE APPLICANT WITH THE AUTHORITY TO LEGALLY BIND AND COMMIT THE APPLICANT.

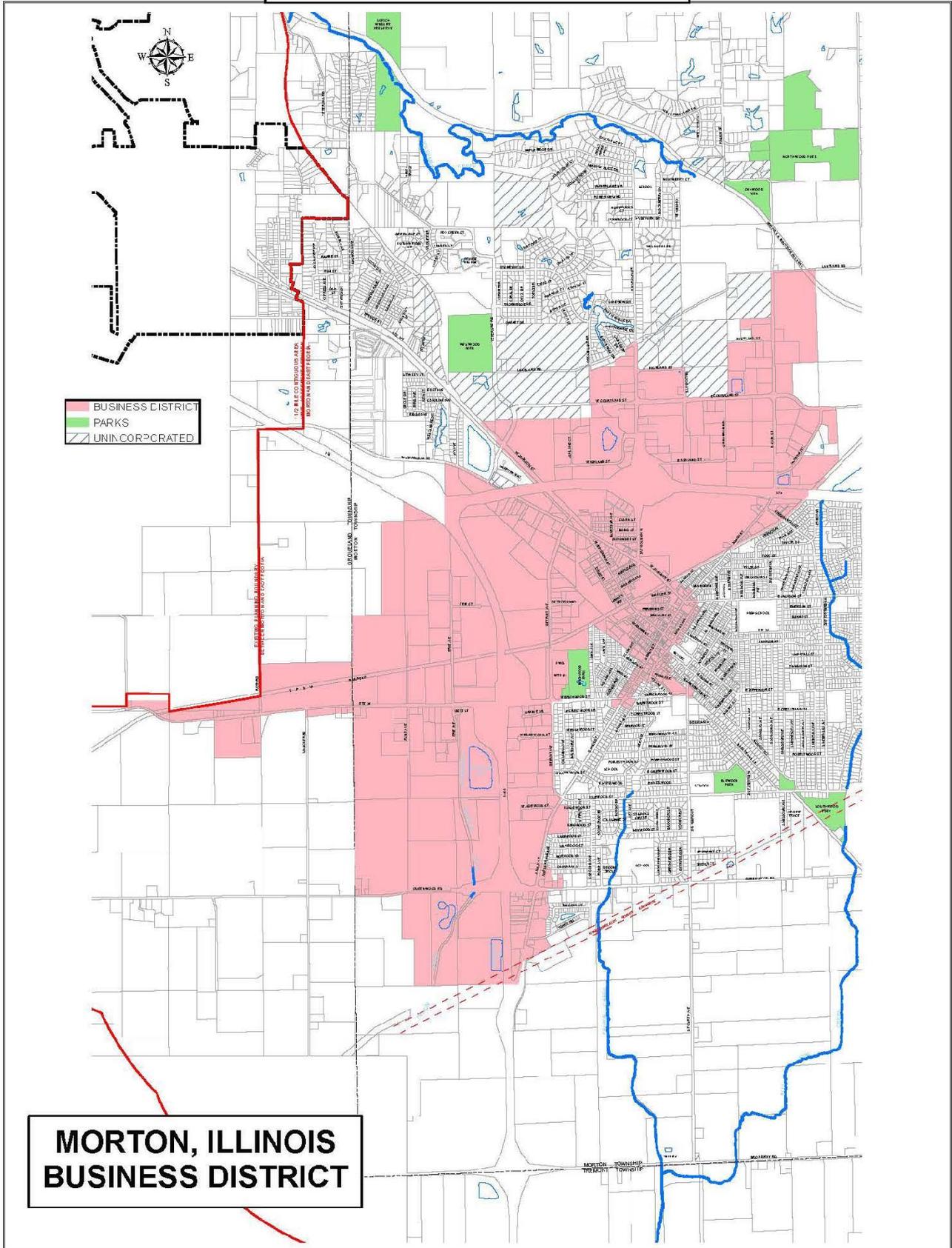
Signature of Applicant or
Applicant's Authorized Representative

Printed Name of Applicant or
Applicant's Authorized Representative

Title (If Applicant Is Not an Individual)

Date

Business District Map



**MORTON, ILLINOIS
BUSINESS DISTRICT**



Eligible Items for Grant

In order to be eligible for funding under this Program, work must be that which results in the preservation or rehabilitation of the exterior of a building that is **readily visible** from public rights-of-way, including, but not limited to, the following:

1. Awnings.
2. Brick Cleaning/Washing.
3. Bulkheads.
4. Canopies.
5. Chimneys.
6. Cornices.
7. Doors and doorways.
8. Entrances and entranceways.
9. Exterior building walls.
10. Fascia's.
11. Foundation repair.
12. Guttering.
13. Lighting.
14. Masonry work.
15. Painting.
16. Parapets.
17. Reconstruction of original architectural elements based on historic documentation.
18. Removal and/or replacement of inappropriate architectural elements.
19. Reversal of prior, inappropriate alterations.
20. Roofs.
21. Sealing.
22. Shutters.
23. Signs.
24. Stairs and steps.
25. Tuck pointing.
26. Wall cleaning.
27. Windows.

In addition to the work items listed above, architectural, design, and engineering services that may be necessary to perform the work items listed above shall also be eligible for funding under this Program; however, the main objective of the Program is to achieve actual physical improvements to and/or maintenance, preservation, protection, reconstruction, and/or rehabilitation of buildings.

Non-Eligible Items for Grant

Work not eligible for funding under this Program includes, but is not limited to, the following:

1. Additions to existing buildings.
2. Any work performed on the interior of a building, including painting and work performed on electrical wiring, fire sprinkler systems, heating, ventilating, and air conditioning (HVAC) systems, and plumbing.
3. Fencing.
4. Landscaping.
5. New construction.
6. Parking lots.
7. Sidewalks.
8. Tools or equipment (either purchased or rented).



Exterior Facade Standards

Facade Improvements

- A. Scraping and re-painting surfaces that are faded and/or peeling.
- B. Tuck pointing masonry mortar joints that have eroded.
- C. Replacing caulking, sealant or glazing joints that is loose or visually unsightly.
- D. Painting or re-finishing natural metal surfaces that have pitted or faded.
- E. Refinishing natural wood finished surfaces that have faded or show distress.
- F. Repairing or replacing cracked and/or damaged building elements, and cleaning when excessively dirty.

Architectural Facade Standards

- A. Architectural facades shall be defined as the primary public or street side of the building. Corner buildings shall be considered as having two facades,
- B. The scope of the facade shall include the building front from the sidewalk or grade level to the uppermost portion of the roof line.
- C. Architectural style of projects is not restricted, however major design elements, such as building heights, roof lines, materials, and colors, shall be harmonious with surrounding buildings. New construction shall maintain the overall massing and general proportion of surrounding buildings. Design excellence and materials are the ultimate goal.
- D. Buildings of architectural significance shall be restored as much as possible.
- E. Building windows shall add to a building's appearance and be an integral part of the overall design. First floor windows for retail use shall be as large as possible to afford the merchant as many opportunities as possible to display his goods. The use of paper window signs is discouraged. A minimum of 75 % window area on the first floor should be considered. The height of storefront windows shall relate to the windows of surrounding buildings. A durable base shall be applied to all storefront windows. Upper floor windows shall be in harmony with the remaining building proportions and character. Infilling of existing windows in building renovations is discouraged.
- F. Entrances to buildings shall be clearly defined without the use of signs. Open, transparent entrances for first floor retail spaces appear more inviting to the general public and should be considered as a design approach to both new and renovation projects. Buildings of historic value shall have entrances restored to the original design. Protection of the building entrance from the elements is desirable.
- G. Screening of roof top equipment shall be required from the street side view. The use of parapet walls is encouraged in lieu of screen walls.
- H. The use of artificial architectural elements shall not be allowed. This includes but is not limited to the following:
 - Mansard roofs; applied Mansard fronts; and applied facades that would cover existing significant architectural elements or materials.
- I. Building Materials:
 - 1. Building materials shall be new and durable.
 - 2. Materials such as brick and stone are encouraged. The use of Dryvit and other artificial materials is discouraged.
 - 3. Facades with architectural historic value shall be returned to their original materials and character as much as possible.
 - 4. The use of aluminum in window or storefront work shall have architectural finish.
 - 5. The use of aluminum or vinyl siding shall not be allowed.
 - 6. The use of exposed plywood or plywood related materials shall not be allowed.
 - 7. Artificial stone or brick are allowed.
 - 8. The use of security grilles and screens is discouraged.
- J. Building colors shall be left to the designer. Color schemes shall be harmonious with the surrounding community and building character.



Awning Standards

- A. General Location: All awnings shall be installed against the building. Awning location may vary based on the architectural style and design of a building.
- B. Location and Size Requirements: Awnings shall adhere to the location and size requirements of the Village of Morton.
- C. Awning Materials: All awnings shall consist of either fabric or architectural materials. The criteria are as follows.
 - 1. Fabric Awnings: Fabric awnings shall be constructed of 100% acrylic or UV resistant vinyl. All materials' shall be flame retardant. Brilliant colors and harsh contrasts shall be avoided. The color shall create continuity with adjacent buildings and storefronts. All fixed frames shall be concealed.
 - 2. Architectural Awnings: Architectural awnings shall be constructed of materials that are consistent with the original design of the building. The construction materials shall be consistent in style and color with the existing materials. Such materials may include, but are not limited to, copper, tin, slate, etc.
- D. Sign Content, Lettering, and Lighting
 - 1. Content: Lettering on awnings is restricted to the name of the business, the building, or its principal product. Optional additions include company logos and street address.
 - 2. Lettering: The size of the lettering shall be dictated by the size of the awning. The color of the lettering shall complement the color of the awning and shall be reviewed on an individual basis. The style of lettering shall also be reviewed on an individual basis. Variety in the lettering style is encouraged. However, it must be compatible with the overall design intent.
 - 3. Lighting: Back lighting of awnings is discouraged.

Signage Standards

- A. All signs shall be limited to the business conducted upon the property. Signage shall be limited to business name, logo graphics, address and directional identification.
- B. One business identification sign should identify the business and/or what the business does. Signs that are easily read and concise make viewing easier for pedestrians and motorists.
- C. Sign materials shall be consistent with other building materials and/or color schemes on the facade. Special consideration should be given to the existing architectural elements on the facade and the sign should enhance rather than detract from these features.
- D. The size of the sign shall be in direct correlation to the scale of the building and the surrounding buildings. All signs shall be oriented to a pedestrian scale. Signs shall not project more than 12 inches from the facade of the building.
- E. Digital signage is not allowed within the area shown on Exhibit A on Page 20. Digital signs are allowed in all other areas of the Business District. No signs shall make noise or flash.
- F. Multiple tenant signs are to be located on the facade of the building adjacent to the entrance.
- G. Roof top signs, commercial advertising signs and portable signs are prohibited.
- H. Types of Signs Shall be Limited to the Following
 - 1. Individual letters mounted to the facade.
 - 2. Silkscreened lettering on awnings.
 - 3. Plaques that are mounted to the facade.
 - 4. Permanently applied window signs.
 - 5. Free standing signs as appropriate



Ornamental Screening Standards

A. Mechanical and Utility Screening

1. Located on the Building:

- a. All utility linkages, air conditioners, vents, ducts, burglar alarms, pipes, and flashings shall be made as inconspicuous as possible. Utility linkages should preferably be located below ground and enter the building unseen. Utilities should enter the building through a wall or roof location where they are not visible from the street. If they are visible, they shall be flush with the building wall and painted to fit the overall streetscape plan,
- b. Individual mechanical appurtenances such as air conditioners shall not penetrate the wall surface. Where these systems must be attached to the exterior of the building, they shall be consolidated, organized and reduced in size to minimize the visual impact. Rooftop mechanical equipment shall not be visible from the street level. If they are visible, they must be screened with an appropriate ornamental screen.

2. Located at Street Level:

- a. Mechanical and utility equipment located at street level shall be screened from public view. This includes air conditioner units, electrical transformers and other miscellaneous equipment. Where an ornamental screening is not feasible or appropriate, the equipment shall be consolidated and painted to fit the overall streetscape plan to minimize their negative visual impact.

B. Trash Receptacle Screening - All trash receptacles and areas devoted to the collection and storage of trash shall be screened from public view. These areas shall be screened with an ornamental screen. Where ornamental screening is not feasible or is inappropriate, the equipment shall be consolidated and painted to fit the overall streetscape plan and to minimize its negative visual impact.

C. Screen Construction

1. Screening on the Building: Any screening of building or roof-mounted equipment shall be constructed of the major materials of the building and shall be integrated into the overall building design. Raised parapet walls are preferred to equipment screen walls. All screens shall be designed to blend into the existing building.
2. Screening at Street Level: Any ornamental screening at street level shall be constructed of the major materials of the building and shall be integrated into the overall building or site design. Where this is not feasible, the screen shall be constructed with materials that are consistent with the overall streetscape design.

Exterior Lighting Standards

A. Exterior lighting shall not shine on or adversely impact neighboring properties or traffic ways. The height and size of exterior lighting fixtures shall be compatible with the scale of the building or buildings. Exterior lighting shall be part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with building design character.

Types of Lighting Affected by this Guideline:

1. Exterior Facade Lighting
2. Show Window Lighting
3. Entrance Lighting
4. Exterior Lighting for Parking Areas
5. Landscaping Lighting
6. Exterior Feature Lighting
7. Parking Lots
8. Plaza Lighting
9. Canopy Lighting

