



Village of Berkeley

Tax Increment Financing Policy & Application

Village of Berkeley
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Program Purpose

The purpose of the TIF Assistance Program for the St. Charles Road TIF District is to provide financial support to eligible property owners and businesses within the TIF district for improvements to the interior and/or exterior of their buildings. The goal is to ensure that all eligible property owners and businesses have an equal opportunity to access such support, while allowing for public funds to be invested for the public good and expenditures to be documented for accountability.

The TIF Assistance Program seeks to fulfill the following purposes of the TIF Area Redevelopment Plan and Program:

- Eradicating blighting conditions and instituting conservation measures.
- Removing and alleviating adverse conditions by encouraging private investment of underutilized and vacant properties which will strengthen the economy, tax base, business environment, and living environment.
- Improving existing public utilities within the area.
- Enhancing the overall quality of the business environment in the Village of Berkeley.

Program Details

The Village of Berkeley will allocate funds from the TIF Fund per tax cycle; a one-time per cycle reimbursement is available to owners of commercial properties and businesses. The grant reimburses up to 50% of the project costs to a limit set by the Village Board of Trustees. Please note that all proposed property improvements are subject to strict review by the Village Board of Trustees.

TIF Assistance Program applications will be reviewed in the order they are received and must meet the criteria requested for consideration. Reimbursement will be subject to available funding and to the applicant's successful completion of the program's requirements.

Program Goals (Must meet two of these goals to qualify)

The TIF Assistance Program seeks to ensure that all eligible owners and businesses have an equal opportunity to access support while also allowing for public funds to be invested for the public good. The program goals are as follows:

- Attract, retain, or expand businesses.
- Attract and retain family-supporting jobs.
- Enhance the physical environment along the St. Charles Corridor.
- Increase the Village's tax base by facilitating development of underutilized properties.
- Support Village planning initiatives by advancing catalytic projects identified in Village plans.
- Provide for the development of public amenities or infrastructure.
- Encourage development projects that enhance the streetscape and pedestrian experience and improve the vitality of commercial districts by adding interest and activity on the first floor of mixed-use buildings and parking facilities.



Program Eligibility

All commercial, tax-generating properties and businesses within the St. Charles Road TIF District which are permitted uses of the B-1 Local Business District or B-4 Regional/Community Business District are eligible to apply for financial support once per tax cycle. Commercial, tax-generating properties and businesses within the TIF District which have received a special use permit in the B-1 Local Business District or B-4 Regional/Community Business District are also eligible to apply for financial support.

Legal non-conforming uses and buildings solely occupied by single-family and multi-family residential uses are not eligible.

The following projects or expenses are eligible for program reimbursement:

- Awnings/canopies
- Façade cleaning
- Cornices
- Exterior lighting
- Fence
- Painting
- Windows/doors
- Signage
- Tuck pointing
- Restoration or façade
- Siding repair
- Streetscape enhancements
- Code compliance
- Interior build out
- Repairs or improvements made to the interior or exterior (or both) of building
- Utility construction (sanitary sewer, storm sewer, and water)
- Streets and roads
- Street/parking lot paving
- Street/parking lot lights
- Curb and gutter
- Sidewalks
- Property acquisition
- Building demolition

Program Qualifications

The following are qualifications for program eligibility:

- Property must be within the TIF district
- Property must be a permitted or special use in the B-1 or B-4 Business District
- Applicant must be owner of building or business
- The project is expected to result in the following:
 - The minimum creation of one new or retained full-time job up to every \$50,000 provided;
 - An increase in the current assessed valuation of the property.
- Project shall serve at least **two** of the program goals (listed in program goals section)
- All property tax payments must be current
- All contractors and work performed must be in compliance with all current building and zoning requirements



Program Application Process

Follow the procedures listed below to apply for the program:

- Parties seeking TIF assistance shall communicate their interest and lay out their project to the Village Administrator before an official TIF application is submitted. The Village Administrator will undertake a preliminary analysis of the potential economic impact of the proposed development and its consistency with Village plans, priorities, and TIF goals before the submission of an official application.
- Parties granted permission to apply for TIF assistance shall submit the information required in an official application to the Village Administrator. Applications should be supplemented by all pertinent documentation (e.g. samples of building material, color scheme of proposed addition or alteration, construction schedule, three qualified bids for project, etc.) as stated in the application. The Village Administrator shall submit these documents to the Economic Development Commission (EDC) for their review.
- The EDC will review these documents and present a recommendation to the Village Board for approval.

Program Review Process

The Economic Development Commission will be evaluating the impact this proposed project will have on the TIF District's goals. Every project will be evaluated for its extent/scope of work proposed and its potential to contribute to the program purpose. In the review process, the EDC will prepare a report that includes a recommendation to the Village Board which is based upon the evaluation of the proposed project. This recommendation will then be presented to the Village Board for approval. If approved, a "letter of intent" outlining the specific terms and conditions of the TIF assistance will be provided to the applicant.

The Village of Berkeley retains the right to approve an entire request, portions thereof, suggest/ask for changes or additions to a request before approving, or to deny the request or portion thereof.



Program Review Timeline

Upon receipt of a complete application, with all the required attachments, the Village Administrator will present these documents for review by the EDC at the next meeting. Typically, scheduling occurs within 30 days. Once reviewed by the EDC, with its comments, the application will then be forwarded to the Village Board for their consideration and decision which will typically occur within the following 30 days.

Program Conditions

Upon approval by the Village Board, the applicant must secure a building permit from the Village within sixty (60) days. The applicant must comply with Village permit time limits and expirations. Applicants which do not comply with permit time periods may have to reapply for TIF funding support.

A limited amount of funding is available annually and is provided on a first come, first served basis. All TIF funds spent are on a partial cost, reimbursement basis for up to 50% of the project capping at a limit established by the Village Board of Trustees. The amount of funding designated for this program is at the sole discretion of the Village Board of Trustees based on the availability of funds and the overall proposed enhancement of the property; and may be changed by the Board of Trustees at any time. Awards of financial support shall be considered based upon criteria including, but not limited to, size of property to be improved, cost of improvement, and projected tax revenue.

Each business and/or property owner is eligible for funding support for one (1) interior and one (1) exterior property improvement program during a four (4) year time period or other time period determined by the Village Board of Trustees. Projects approved by the Village Board of Trustees require awardees to expend private funds that will be reimbursed for qualified expenditures up to, but not exceeding, 50% of eligible expenditures capping at a limit set by the Village Board of Trustees.

Program Reimbursement

Project reimbursement will occur upon completion of the improvements and after approval from the Village has been obtained through a final inspection of all work. If costs exceed the original estimates, the property owner will be responsible for the full amount of the excess. The Village will not reimburse more than the total amount specified in the original application. If any work commences before approval is granted these costs will not be eligible for reimbursement funding. Reimbursement for an approved project will be authorized by the Village Administrator. The following items must be submitted to the Village Administrator in order to process the reimbursement:

- Letter requesting reimbursement
- Proof of approved final inspections
- All final invoices
- Signed statements illustrating code compliance
- Signed and notarized waiver(s) of lien on the property
- Proof of payment (i.e. canceled check, credit card statement, receipt, etc.)



Reimbursement will be placed on the regularly scheduled claims ordinance and will be considered for approval by the Village Board of Trustees at a regularly scheduled legislative meeting.

The Village will require repayment of half of all TIF funds received if the property is demolished or vacated for more than six consecutive months within three (3) years from the date of award. All properties are required to comply with all existing Village codes and ordinances.

Program Penalties

All applicants granted financial support is required to comply with all Village codes and ordinances. Failure to do so, as documented by citations issued by the Village of Berkeley, will subject that awardee to all applicable fines and penalties allowable under Village code and ordinance, up to and including financial support reduction in part or in full, and shall prevent issuance of Village property transfer stamp at sale of property.



Village of Berkeley

TIF Assistance Program Application

St. Charles Road Corridor TIF District

The Village of Berkeley will provide financial support to eligible property owners and businesses within the TIF district for improvements to the interior and/or exterior of their buildings.

All commercial, tax-generating properties and businesses within the St. Charles Road TIF District which are permitted uses of the B-1 Local Business District or B-4 Regional/Community Business District are eligible to apply for financial support once per tax cycle. Commercial, tax-generating properties and businesses within the TIF District which have received a special use permit in the B-1 Local Business District or B-4 Regional/Community Business District are also eligible to apply for financial support. Legal non-conforming uses and buildings solely occupied by single-family and multi-family residential uses are not eligible.

Applications are received on a first come, first served basis. Applications for work started prior to submittal of this application will not be considered for financial support. All TIF funds allocated are on a partial cost, reimbursement basis for up to 50% of the project capped at a limit established by the Village Board of Trustees.

Applicant's Name: _____

Applicant Status: Tenant: _____ Property Owner: _____

Name of Building: _____

Address of Project Property: _____

Property Index Number: _____

Business Name: _____

Owner's Mailing Address: _____

Phone: _____

Cell Phone Number: _____

Fax: _____

Email: _____



Type of Improvements (Check if apply)

_____ Awnings/canopies

_____ Exterior lighting

_____ Façade cleaning

_____ Fence

_____ Cornices

_____ Painting

_____ Windows/doors

_____ Restoration of façade

_____ Signage

_____ Siding repair

_____ Tuck pointing

_____ Streetscape enhancements

_____ Interior build out

_____ Code compliance

_____ Interior/exterior repairs or improvements

_____ Utility construction

_____ Streets and roads

_____ Street/parking lot paving

_____ Street/parking lot lights

_____ Curb and gutter

_____ Sidewalks

_____ Property acquisition

_____ Building Demolition

_____ Other

If code compliance project, please specify _____

If other, please specify _____

Total Anticipated Budget: \$ _____

Total Grant Request: \$ _____

Fair Market Value of Property: \$ _____

Program Goals – Please List 2 Goals that the Project Satisfies:

1. _____

2. _____



Job Creation – Please indicate the number of full-time equivalent jobs that will be created as a result of the Project: _____

Fair Market Value – Please indicate the current fair market value of the property as determined by the Cook Country Assessor’s Office _____

APPLICATION CHECKLIST: The following items must be attached to your application. *(If you do not have all of the items attached to your application, it will be considered incomplete and will not be considered until all items have been received.)*

1. Cover letter that includes background on the property, summarize purpose of submission, and any amount requested;
2. Complete TIF Assistant Program Application;
3. Proof of ownership and taxes paid or three (3) year lease agreement for businesses which are tenants with the TIF District;
4. Photos of building to be improved and adjacent properties;
5. Detailed description of work to be performed;
6. A professional sketch or rendering of the proposed project;
7. Working architectural drawings, if requested by the Village Administrator;
8. Color scheme of proposed addition or alteration;
9. Building materials to be used (samples) where applicable;
10. Anticipated budget sheet;
11. Copies of a minimum of a 3 qualified bids for each portion of the project in which funding is being requested;
12. Schedule of work to be completed;
13. Business plan for new businesses that are proposing to relocate or commence business in Berkeley. Business plan should include type of business, quality of product, growth potential of the business, expertise of key management personnel, and projected growth; and
14. If applicable, signed agreement to provide to the Village for five (5) consecutive years annual taxable sales information as listed on Form ST-1 of the State of Illinois Department of Revenue.

Upon approval by the Village Board, the applicant must secure a building permit from the Village within sixty (60) days. The applicant must comply with Village permit time limits and expirations. Applicants which do not comply with permit time periods may have to reapply for TIF funding support.

Projects approved by the Board of Trustees require awardees to expend private funds that will be reimbursed for qualified expenditures up to, but not exceeding, 50% of eligible expenditures capping at a limit set by the Board of Trustees.

Each businesses and/or property owner is eligible for funding support for one (1) interior and one (1) exterior property improvement program during a four (4) year time period or other time period determined by the Village Board of Trustees. Projects approved by the Board of Trustees require



awardees to expend private funds that will be reimbursed for qualified expenditures up to, but not exceeding, 50% of eligible expenditures capping at a limit set by the Board of Trustees.

I hereby affirm that I am the legal owner of the above stated property, for which funding is being requested or tenant of said property with an existing lease agreement of at least three (3) years. As such, I authorize the filing of this application, and attest that all information in this application is accurate and true.

I understand that this is a voluntary program and that the Village of Berkeley has the right, at its discretion, to approve or deny any project or portions thereof. I understand the terms and conditions of this application.

I grant authorization to the Village of Berkeley to process the TIF Assistance Program Application as they see fit.

Signature

Date

For further questions, please contact the Village Administrator at (708)234-2619.