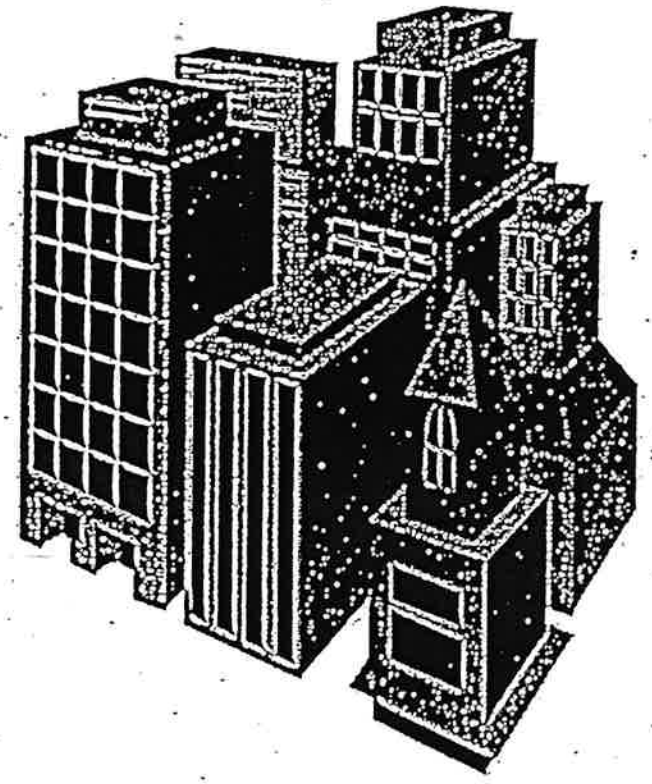
CITY OF LASALLE

REDEVELOPMENT INCENTIVE PROGRAM



CITY OF LASALLE

What is the Redevelopment Incentive Program (RIP)?

The RIP is a grant program that provides financial assistance for permanent exterior building and site improvements for commercial and business related properties. Permanent improvements must be fixed to the real estate and cannot restrict any future use of the building. Examples include life safety and accessibility code requirements; repair/replacement of structural walls or windows; sidewalks; building facades. (See eligible improvements definition on page 10).

How does the RIP Work?

The amount of City assistance is contingent upon meeting all of the minimum requirements (see page 4) an number of project review criteria (see page 7). Assistance is also contingent on the availability c each fiscal year, a project grant will be an amount equal to a lump sum per property as determined by the availability of funds. However, grants cannot exceed $50,000 per property over a five-year period.

All projects submitted by the project deadline will be assigned points based on the criteria met. Those projects receiving the highest criteria score will have the most likely chance to be selected to receive a grant. The total cost of each project must be equal to or greater than twice the value of the grant amount. For example, a grant of $10,000 would require a total project cost of equal to or greater than $20,000. Please submit only one application per building per fiscal year (May 1 - April 30) during the application period of January 1 to April 30.

What is the process for receiving a grant?

(Please keep for your use)

1. Meet with City Staff to decide whether the RIP is applicable to your project.

2. Turn in your complete application with all attachments to the Mayor's office by the application deadline of December 1 for the year 2000 and between January 1 and April 30 for every year thereafter.

3. The Mayor's office will schedule a meeting of the RIP within one month of the application deadline. This committee will review your project and determine the number of criteria the project meets. You are welcome to attend if you wish. The team may request additional information. If this is the case, the Staff member responsible for your application will contact you to request the information. **This information must be provided within 3 months of the initial application date or you will need to reapply.**

4. If no additional information is needed, the team will estimate the project grant amount and contact you to schedule a tour of the project site and building. The Building Inspector and Fire Chief will be invited to come on the tour of the building.

5. If your project is selected based on funds available and funding criteria in the application, the RIP committee will send a written report to the City Council outlining the proposed project and recommending approval of your project grant. The bank name, escrow agent name and signed agreement must accompany this report. This report is due one weeks before the scheduled City Council meeting (held every other Monday at 7:00 p.m. - refer to annual schedule in City Clerk's office.)

6. The City Council will review the report and vote on the RIP grant. You are welcome to attend. Following the meeting, a City representative will inform you in writing on the final City Council vote and notify you of the date your escrow agent will receive the grant check. If you choose not to establish an escrow account, you will receive the grant check upon completion of the project.

7. Upon project completion, please submit actual project cost information and other documentation as provided for in the agreement, arrange to return any unused grant funds, and schedule a follow up building tour.

Minimum Requirements
(Please fill out completely)

Check each box if applicable:

- ☐ This is the first application for the property this Fiscal Year (May 1 - April 30)
- ☐ The property has received less than $50,000 in RIP assistance over the last 5 years
- ☐ Any debts owed to the City by the applicant or building owner are paid up-to-date
- ☐ The property will meet all applicable building, life safety, zoning and maintenance codes upon project completion. Maintenance code violations include peeling paint, boarded windows, abandoned signs, overgrown landscaping, etc. Call the Building Inspector (223-6344) for building code information, property maintenance codes and zoning information. Call the Fire Chief (223-0834) for life safety code information.
- ☐ The project is consistent with the Comprehensive Plan and other existing area plans. Call the City Engineer (223-7041) for this information.
- ☐ If the property contains an historic structure, the original character will be maintained.
- ☐ The property owner agrees not to protest the Assessor's determination of property value for the properties for which the grant is requested.
- ☐ If the applicant does not own the property, the applicant has the permission of the property owner. **(Attach a letter from the owner granting the applicant permission to complete the proposed improvements, and a lease of at least three years or the life of the project, whichever is longer.)**
- ☐ The project has adequate bank or other financing. **(Attach a letter of commitment or other evidence of adequate financing.)**

For City staff only:

Minimum Requirements met? Yes ☐ No ☐

Redevelopment Incentive Program Application

Note that applications must be reviewed and approved before the project begins. Any costs incurred before the project is reviewed and approved are not eligible for a RIP grant. Also, if there is a significant change in the scope of the project after the application has been approved, the applicant must re-apply with the scope of the new project.

Received/Reviewed (date)_____ Applicant Signature _____

Staff Signature _____

Applicant Information

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Applicant Phone Number: _____ **Fax Number :** _____

Grantee Name: _____

Grant recipient Social Security Number OR

Federal Employer Identification Number (FEIN): _____

Type of Business Entity:

☐ **Individual** ☐ **Corporation**

☐ **Partnership** ☐ _____

Building Information

Building Name: _____

Building Address: _____

How is the title held to the property?

☐ **Individual** ☐ **Corporation** ☐ **Land Trust**

☐ **Partnership** ☐ **Limited Liability Company** ☐ **Other** _____

Same as grantee? Yes No

Name(s) of property owner(s): _____

_____

(NOTE: All beneficial owners of a Land Trust, members of a Limited Liability Company and partners in a partnership must be listed.)

Owner(s) phone: _____

(This information can be obtained at the LaSalle Township Assessor's Office, 931 First Street, LaSalle, 223-0820.)

Property Index Number(s): _____

_____

	Total	Addressed by Project
Site square footage:	_____	_____
Building square footage:	_____	_____
Number of floors in building:	_____	_____

Project Information

Current Use: _____

_____

General Project Description: _____

_____

Project Financing:

☐ Bank ☐ Other _____

☐ Private

Bank Name: _____

Bank Address _____

Bank Contact _____

Contact Phone Number _____

Escrow Agent (if applicable) _____

Escrow Institution: _____

Institution Address: _____

Agent Phone Number _____

One point will be added to total criteria score for each of the following criteria which is met by this project.

	Infill Development
☐	Does the project include building expansion on vacant or underutilized land? (Parking not included)
	Building Reuse
☐	Does the project result in the reuse of vacant or underutilized floor space and/or a new business in the area?
	Historic Preservation
☐	Does the property have historic value to LaSalle's community and/or is listed on the National Register of Historic Places?
	Facade Improvements
☐	Are substantial aesthetic improvements to the site, beyond those required by the Zoning Code, part of the project?
	Parking Provision
☐	Does the project include new parking spaces and/or improvement of parking, which is not required by zoning code? Parking increase must be 10% above those required by Zoning Code or 5+ spaces, whichever is more.
	Code Improvements
☐	Are at least 25% of the eligible costs attributable to building and life safety code improvements?
	Residential Units
☐	Are new or improved residential units part of the project? (Single family and duplex not included - only for residences located in commercial buildings)?
	Economic Enhancements
☐	Will the business for which the improvements are planned generate sales tax for the City of LaSalle?
☐	Will the project utilize labor and materials from businesses located in the City of LaSalle?
	Comprehensiveness of Project (Not New Construction)
☐	Does the project substantially improve 75% or more of the existing building square footage?

TOTAL CRITERIA MET _____

RIP APPLICATION ATTACHMENTS

Applications must include the following attachments to be considered for a RIP grant:

1. Documentation to support the minimum requirements:

MINIMUM REQUIREMENT	ATTACHMENT
_____ If the applicant does not own the property, the applicant has the permission of the property owner.	_____ A letter from the owner granting the applicant permission to complete the proposed improvements, _____ A lease of at least three years or the life of the project, whichever is longer.
_____ The project has adequate bank or other financing.	_____ A letter of commitment or other evidence of adequate financing.

2. Documentation to support the project criteria:

CRITERION	ATTACHMENT
_____ Infill Development	_____ Building Plans. To be returned? Please circle: YES NO
_____ Building Reuse	_____ Floor Plans showing space layout. _____ Descriptions of previous and proposed use
_____ Historic Preservation	_____ Documentation which describes unique attributes of Building/property, or certificate indicating listing on National Register of Historic Places. _____ List of previous uses.
_____ Facade Improvements	_____ Photographs of existing facade(s) _____ Sketches of proposed facade improvements.
_____ Site Improvements	_____ Photographs of existing site. _____ Sketches of proposed site improvements.
_____ Parking Provision	_____ Site plan depicting parking improvements.
_____ Code Improvements	_____ Project Cost Worksheet (See Page 9)
_____ Residential Units	_____ Floor Plans showing number of new/improved units with dimensions and window and door locations.
_____ Economic Enhancements	_____ Illinois Business Tax Number _____ List of labor and materials source to be utilized
_____ Comprehensiveness of Project	_____ Project floor plans.

Project Cost Worksheet: Exhibit A

Prepared by: _____ Contractor Name: _____

Date: _____ Contractor Phone Number: _____

Attach contractor proposals with estimates for ALL improvements to be completed.

Description of Work	Code	Facade	Site	Other Permanent	Tenant Finish	Professional Fees**	Total
	$	$	$	$	$	$	$
TOTAL	$	$	$	$	$	$	$
TOTAL ELIGIBLE	$	$	$	$	NOT ELIGIBLE	$	$

** If the applicant is performing the labor, professional estimates for the work must be sought and submitted. The applicant's labor fees, which exceed these professional estimates, will be considered ineligible expenses.

Terms found in the RIP Application

Building - *Any existing structure that is occupied or intended for a commercial occupancy and which is completely separated by firewalls.*

Code Improvements - *Such permanent improvements that mitigate building, life safety, fire nuisance, or zoning code deficiencies.*

Permanent Improvements - *Those improvements, which are permanently affixed to the building and/or site and which, do not restrict the future use of the building.*

Comprehensive Plan - *This is a document adopted by the City council which outlines a vision for the community's future. Citywide goals, objectives, and policies are provided in addition to a Future Land Use Map. The Comprehensive Plan is available in the City Clerk's Office.*

Eligible Improvements - *Those improvements which are permanently affixed to an existing building and/or adjacent site and which is not specific to the use and does not restrict the future use of the building. Some examples are : life safety and Americans with Disabilities Act accessibility code requirements, exterior structural walls, exterior windows or doors, exterior tuckpointing or painting, exterior facade improvements, sidewalk construction.*

Facade - *The exterior building face which is visible from the street. Generally means such building face(s) having frontage on a public street.*

Project - *The building, site or portions thereof addressed by improvements listed in Exhibit A.*

Property - *Building(s) and/or parcel(s) of land having a single use or ownership.*

Substantial - *Generally agreed-upon by Staff review team as notable, meaningful, easily apparent to the eye.*

Tenant Finish - *Those improvements, which are related to the use of the building.*

Underutilized - *Unoccupied or used only for storage for one year or more.*

Vacant - *Unoccupied for one year or more.*