



CITY OF OTTAWA

Revised 9-5-2019

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161

www.cityofottawa.org

DOWNTOWN FAÇADE GRANT APPLICATION

(Please Print Clearly)

Applicant: _____ Owner: _____ Tenant: _____ Date: _____

Business Name: _____ Location/Address: _____

Building Owner/Contact Person(s): _____

Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Description of project: _____

Contractor Name: _____ Address: _____

Phone/Fax: _____ E-Mail: _____

Architect: _____ Address: _____

Phone/Fax: _____ E-Mail: _____

Proposed project drawings and estimate of costs MUST be included with this application.

Estimated Total Cost of Improvements: _____

Requested Amount of Grant: _____

The Façade Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursement grants are provided to owners or tenants in recognition of positive impact that individual building improvements can have on overall appearance, quality and vitality of the downtown.

The City will participate in funding for a Façade Improvement Program for downtown structures by reimbursing the owner or tenant of the property for a portion of the cost. A limited amount of City funds will be available to match property owner's funds on a "first-come, first-served" basis.

FACADE IMPROVEMENT PROGRAM

To be eligible for the facade improvement program:

- 1) A building must be located within the commercial historic district and the downtown tax increment finance (TIF) district or canal tax increment finance (TIF) district; and
- 2) The building has not received façade improvement funds during the prior seven years; and
- 3) The project does not involve the construction of new buildings.

However, should ownership of the building change and the new owner meet conditions one (1) and three (3) above the new owner may apply for the façade improvement program.

All projects are required to comply with Public Act 96-0437, requiring the payment of prevailing wages.

Costs will be shared for the façade improvement program on the following basis:

- 1) The city shall provide matching funds for up to 50 percent of the actual, eligible costs, not to exceed \$14.00 per square foot of the building front, \$7.00 per square foot for a building side and \$4.00 per square foot for a building rear, when eligible.
- 2) That in no event will the City’s reimbursement exceed \$40,000; except in the case of prior City Council approval.
- 3) A building front is defined as that portion of a building or structure elevation fronting a public street which contains the main entrance to the building.
- 4) A building side is defined as that portion of a corner building or structure elevation adjoining a different public street, but not including the building front. For this purpose a public street does not include alleys.
- 5) A building rear is defined as that portion of building or structure elevation fronting a dedicated alley, courtyard and/or a public parking lot within the C-4 (central core business) or C-5 (secondary central business) zoning districts.
- 6) Eligible project costs include the following; professional and consultant fees, facade cleaning, tuck pointing, painting, reconstruction, rehabilitation and restoration of the facade, exterior lighting, awnings/canopies, and signage.
- 7) Projects follow the City of Ottawa's Design Guidelines.

Application Process:

- 1) Submit a completed application, estimate of costs, project photos and/or sketch. If applicably, provide written authority from the building owner.
- 2) Meet with the Design Review Committee. They may approval or deny portions of the request.
- 3) Authorization of funding
- 4) Submit all necessary building permits prior to beginning renovation work
- 5) Consult with the Building Official for required inspections.
- 6) When work has been completed in compliance with the approved application, inspected and approved by the Building Official, the City shall pay its share of the cost to the owner or tenant based on the estimate approved with the application and upon receipt of the paid contractor(s) bill(s) performing the work.

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and drawings submitted are true and correct to the best of my knowledge. The owner invites City representatives to make all reasonable inspections and investigations and take pictures of the subject property during the processing period of this request.

I understand that this is a voluntary program and that the City has the right and discretion to approve or deny any project or portions thereof. I authorize the City of Ottawa the use of any picture(s) involving this project.

Printed Name _____

Signature _____

Date _____

For Office Use Only – Approved by: _____ Date: _____

Approved by City Council September 3, 2019

That Chapter 22 of the Municipal Code of the City of Ottawa, Illinois be amended by the addition of Article IX as follows:

ARTICLE IX. - FACADE IMPROVEMENT PROGRAM

Sec. 22-400. - Establishment.

There is hereby created and established a facade improvement program for the City of Ottawa, Illinois.

Sec. 22-400.1. - Purpose.

The facade improvement program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursements grants are provided to owners or tenants in recognition of positive impact that individual building improvements can have on overall appearance, quality, and vitality of the downtown.

Sec. 22-400.2. - Funding of program.

The city will participate in funding for a facade improvement program for downtown structures by reimbursing the owner or tenant of the property for a portion of the cost. A limited amount of city funds will be available to match property owner's funds on a "first come, first served" basis.

Sec. 22-400.3. - Eligibility.

To be eligible for the facade improvement program:

- 1) A building must be located within the commercial historic district and the downtown tax increment finance (TIF) district or canal tax increment finance (TIF) district; and
- 2) The building has not received façade improvement funds during the prior seven years; and
- 3) The project does not involve the construction of new buildings.

However, should ownership of the building change and the new owner meet conditions one (1) and three (3) above the new owner may apply for the façade improvement program.

Sec. 22-400.4. - City financial participation.

Costs will be shared for the facade improvement program on the following basis:

- 1) The city shall provide matching funds for up to 50 percent of the actual, eligible costs, not to exceed \$14.00 per square foot of the building front, \$7.00 per square foot for a building side and \$4.00 per square foot for a building rear, when eligible.
- 2) That in no event will the City's reimbursement exceed \$40,000; except in the case of prior City Council approval.
- 3) A building front is defined as that portion of a building or structure elevation fronting a public street which contains the main entrance to the building.
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- 7) Projects follow the City of Ottawa's Design Guidelines.

Approved by City Council September 3, 2019

- 8) When work has been completed in compliance with the approved application, inspected and approved by the building official, the city shall pay its share of the cost to the owner or tenant based on the estimate approved on the application and upon receipt of the paid bill(s) of the contractor performing the work.

Sec. 22-400.6. - Application and review.

Property owners or business tenants (with approval of the property owner) shall submit an application. Submittal requirements are set forth on the application form. Upon receipt of the completed application, with all required attachments, the applicant shall present the aspects of the project to the design review committee (DRC). The DRC meets as needed. Once said project has been approved by the DRC, the application shall then be forwarded to the director of community development for authorization of funding.

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

Sec. 22-400.7. - Building permit and inspection.

A building permit shall be obtained from the city prior to construction, and all work shall be inspected by the building official.

Secs. 22-401—22-499. - Reserved.