

## Village of Hampshire

234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 ▪ [www.hampshireil.org](http://www.hampshireil.org)

### FAÇADE IMPROVEMENT PROGRAM

#### Purpose

The Village of Hampshire Facade Improvement Program is designed to promote the revitalization of downtown and the surrounding business district. The program will provide financial assistance for facade renovations to help property owners and lessees rehabilitate and restore the exterior of existing buildings.

#### Eligibility

- **Applicants:** Applicants shall be either the owner or lessee of a building within the area identified below. A lessee's eligibility is subject to written consent of the building owner for all proposed improvements. The building may not be used exclusively for residential purposes.
- **Project Area:** The program is intended to provide financial assistance to promote the continued use of existing buildings within the downtown business district defined as:
  - along State Street, including the intersection of State Street and Oak Knoll,
  - along Washington Street from Elm Street to State Street,
  - along Jefferson Street from Elm Street to Park Street, and
  - along Rinn Avenue from State Street to Park Street.
- **Eligible Improvements:** The program is intended to encourage exterior improvements that preserve and enhance the character of the Village and help create a pedestrian friendly atmosphere. Projects within or adjacent to the downtown shall comply with the design guidelines on file with the Village. Eligible improvements shall include:
  - Design professional fees
  - Brick cleaning
  - Tuck Pointing
  - Painting, except for the painting of previously unpainted brick or stone
  - Wall Facade repair and improvement
  - Exterior doors
  - Shutters
  - Original architectural features repair and replacement
  - Windows and window frames
  - Awnings
  - Exterior lighting
  - Streetscape elements Landscaping
  - Stairs, porches, and railings
  - Roofs when visible from a public right of way
  - Exterior improvements for ADA compliance

Other improvements that are visible from a public right of way and have a positive impact on the appearance of the building may also be considered.

- **Ineligible Projects:** The program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lot resurfacing, signage or interior remodeling. The program will not pay for the painting of previously unpainted brick or stone, sandblasting brick or stone, or any other abrasive cleaning method that may damage or destroy an original architectural feature.

Exceptions to eligibility guidelines may be made at the discretion of the Village Board.

## **Project Terms**

The terms of the Facade Improvement Program are summarized as follows:

- a) The total project costs may, in the discretion of the Village, be reimbursed up to 75% of verified eligible expense in the identified area.
- b) Applications will be accepted until all Village-approved grant funds have been expended within the current Village fiscal year.
- c) The project must meet all applicable ordinance requirements.
- d) Each eligible improvement will be funded only once.
- e) The property owner and/or lessee will be responsible for maintaining the Façade improvements without alterations for a period of not less than 5 years after completion, unless otherwise approved by the Village Board.
- f) Qualified applicants may serve as their own contractor, but in such case, only material costs will be covered by the grant.
- g) Improvements must be completed within six months from the date of the grant approval by the Village Board. A six-month extension may be allowed at the discretion of the Village upon request, provided there is a demonstrated hardship.
- h) Upon completion of the work, the owner must submit to the Village Clerk copies of all invoices, contractor's statements, proof of payment, and notarized final lien waivers as evidence that the owner or lessee has paid the expenses. Payment of the approved grant amount will be authorized only upon completion of all work items as originally approved and receipt of all required documents.
- i) Changes in project improvements or costs from the previously approved plan must be approved through the process described below. Unapproved changes are not eligible for reimbursement.
- j) Failure to abide by the terms and conditions of the Facade Improvement Program will result in forfeiture of program funding.
- k) Grant funding is subject to federal and state taxes and is reported to the IRS on form 1099. Property owners and lessees should consult their tax advisor for tax liability information.

## Application Review Criteria

Every project will be evaluated for the value of aesthetic improvement to the Village of Hampshire and scope of the proposed work, together with the following additional criteria:

- Condition of the building and need for renovation
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

## Application Process

1. **Preliminary Review:** An applicant must first meet with the Downtown Beautification Subcommittee Chair prior to completing the application to determine if the property/building and the proposed improvements are eligible for the program and to review the application requirements. The applicant then submits a completed application and required supplemental materials to the Village Clerk and the Downtown Beautification Subcommittee Chair for review at the next subcommittee meeting. **An application for the Facade Improvement Program must include the following documents:**
  - Completed and signed Facade Improvement Program Application (attached)
  - IRS form W-9 Request for Taxpayer Identification Number and Certification
  - Current photographs of the property to be improved - all elevations visible from the public right of way.
  - Historical photograph of the property to be improved-if possible.
  - Drawings of the proposed improvements. (Drawings do not have to be professional but must be to scale so that the Village can understand the proposed project.)
  - Color and material samples, if relevant.
  - Written description of the scope of the proposed project,
  - Estimates of costs for all proposed improvements.
2. **Commission Review:** Upon approval, the subcommittee chair presents the application to the Business Development Commission (BDC). The commissioners will review the project and may ask for modifications. Upon approval, the application is sent to the Village Board with a recommendation for funding.
3. **Board Review:** The Village Board will review the application and recommendation from the BDC. Upon approval, the applicant must enter into a written Façade Improvement Agreement with the Village as a condition of the grant and prior to commencing work on the project. Once the agreement is signed by the applicant (and owner if necessary) and the Village President, work may start.

## **Changes**

In the event changes in project improvements or costs from the previously approved plan are being considered, the grantee must obtain approval to have these changes funded by the program. The grantee must first send changes and supporting documents to the Downtown Beautification Subcommittee Chair to present to the BDC for review. The commissioners will then make a recommendation for a change in funding to the Village Board. The final decision will be given at the Village Board level. If approved, the Village and the grantee will enter into a new Façade Improvement Agreement, and the grantee may continue with the changes. If unapproved, the grantee may move forward with the project but will only be eligible for reimbursement for the previously approved improvements. Unapproved changes are not eligible for reimbursement.

## **Completion of Work**

All improvements must be completed within six months of the execution of the Façade Improvement Agreement. A six-month extension may be allowed in the discretion of the Village upon request for such extension of time, provided there is a demonstrated hardship. If the project is not completed by the end of the extension, the Village's obligation to reimburse the property owner or lessee for the project is terminated. To apply for an extension, contact Village Hall.

## **Reimbursement Process**

To receive reimbursement, the funding grantee must submit the following to the Village Clerk:

- Completed Façade Improvement Program Request for Reimbursement (attached)
- Final inspection approval
- Photos of the completed project
- Invoices and proof of payment for reimbursement costs
- Notarized Final Lien Waiver from contractors

Upon staff review, the request will be added to the next Village Board meeting as an Accounts Payable item. Once the Village Board approves the request, the Village finance department will reimburse.

\*You must have a W-9 on file from your application to be reimbursed.

\*\*This is a reimbursement program. All contractors and suppliers must be paid before payment from the village is made to the grantee.

## **Questions**

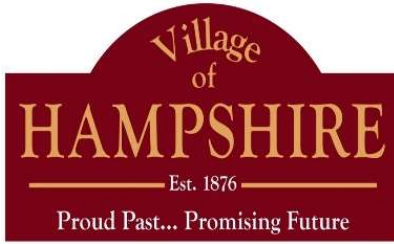
For more information about the Façade Improvement Program, contact the Village of Hampshire.

## **Contact Information**

Downtown Beautification Committee Chair – [beautification@hampshireil.org](mailto:beautification@hampshireil.org)

Business Development Commission Chair – [bdc@hampshireil.org](mailto:bdc@hampshireil.org)

Village Clerk – [villageclerk@hampshireil.org](mailto:villageclerk@hampshireil.org), (847) 683-2181



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## FAÇADE IMPROVEMENT PROGRAM APPLICATION

### Applicant Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Information (if different from applicant):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information

Business Name: \_\_\_\_\_ Total Eligible Expenses: \_\_\_\_\_  
Address: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

### Proposed Improvements (Check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Brick Cleaning                    | <input type="checkbox"/> Original architectural features repair and replacement |
| <input type="checkbox"/> Awnings                           | <input type="checkbox"/> Exterior doors   |
| <input type="checkbox"/> Tuck Pointing                     | <input type="checkbox"/> Windows and window frames                              |
| <input type="checkbox"/> Exterior Lighting                 | <input type="checkbox"/> Shutters   |
| <input type="checkbox"/> Painting                          | <input type="checkbox"/> Stairs, porches, railings                              |
| <input type="checkbox"/> Streetscape elements              | <input type="checkbox"/> Roof   |
| <input type="checkbox"/> Wall facade repair or improvement | <input type="checkbox"/> Exterior improvements for ADA                          |
| <input type="checkbox"/> Landscaping                       |   |
| <input type="checkbox"/> Other                             |   |

### Description of proposed work:

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I agree to comply with the guidelines and standards of the Village of Hampshire facade Improvement Assistance Program and I understand that this is a voluntary program under which the village has the right to approve or deny any project or proposal or portions thereof.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

If the applicant is other than the owner, the owner must complete the following:

I certify that I am the owner of the property located at \_\_\_\_\_,  
Hampshire, IL, and that I authorize the applicant to apply for assistance under the Village of Hampshire  
Facade Improvement Program and undertake the approved improvements.

\_\_\_\_\_

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Print Names



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## **FAÇADE IMPROVEMENT PROGRAM REQUEST FOR REIMBURSEMENT**

### **Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Owner Information (if different from applicant):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Information**

Business Name: \_\_\_\_\_ Total Eligible Expenses: \_\_\_\_\_  
Address: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

I, the applicant, hereby make request for reimbursement to the Village of Hampshire for the Façade Improvement Program. I certify that this request and the supporting documents reflect the project as previously approved by the Village Board of Trustees.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name