



Village of Hampshire  
Business Development Commission  
**Downtown Beautification Subcommittee**

August 7, 2023, 5:30 p.m.  
Hampshire Village Hall  
234 S. State Street

AGENDA

1. Call to Order
2. Roll Call and Establish Quorum
3. New Business
  - a. Review Façade Grant Application – Hampshire Social at 124 S. State St.
  - b. Review Façade Grant Application – Meli’s Gaming Cafe at 129 S. State
  - c. Review Façade Grant Application – State Farm Ins. at 185 S. State
4. Public Comments
5. Announcements
6. Adjournment

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) the day of the meeting. A link to participate will be sent to your e-mail address, including all exhibits and other documents (the packet) to be considered at the meeting.

Recording: Please note that all meetings held by videoconference will be recorded, and the recordings will be made public. While State Law does not required consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: The Village of Hampshire, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons.



Village of Hampshire  
234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 • www.hampshireil.org

PAID  
JUL 28 2023  
Village of Hampshire

## FAÇADE IMPROVEMENT PROGRAM APPLICATION

### Applicant Information:

Name: Brandon Roberts & Chris Jones Phone: [REDACTED]  
Address: [REDACTED] Email: [REDACTED]

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

Name: Same as Above Phone: -  
Address: - Email: -

### Property Information

Business Name: 124 South State, LLC  
Address: 124 S. State St Hampshire, IL 60140

Total Eligible Expenses: \_\_\_\_\_  
Parcel Identification Number: 01-21-479-020

### 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 checked="" type="checkbox"/> <u>Windows</u> 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:

Adding UV window film to new windows will add longevity to building and create a more comfortable interior for patrons

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

07/26/2023  
Date

BRAWOON ROBERTS

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





Village of Hampshire  
234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 ▪ www.hampshireil.org

## FAÇADE IMPROVEMENT PROGRAM APPLICATION

### Applicant Information:

Name: Tatjana Rigoni Phone: [REDACTED]  
Address: 129 S State Street, Hampshire, IL 60140 Email: [REDACTED]

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

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

### Property Information

Business Name: Meli's Gaming Cafe Total Eligible Expenses: \_\_\_\_\_  
Address: 129 S State St, Hampshire IL 60140 Parcel Identification Number: 18-14-427-002

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

- |  |  |
|--|--|
| <input type="checkbox"/> Brick Cleaning                    | <input checked="" type="checkbox"/> Original architectural features repair and replacement |
| <input type="checkbox"/> Awnings                           | <input checked="" type="checkbox"/> Exterior doors   |
| <input checked="" type="checkbox"/> Tuck Pointing          | <input checked="" type="checkbox"/> Windows and window frames                              |
| <input checked="" type="checkbox"/> Exterior Lighting      | <input type="checkbox"/> Shutters  |
| <input checked="" 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 checked="" type="checkbox"/> Other                  |  |

### Description of proposed work:

other- Business sign/ projection sign

Tuck Pointing- tuckpoint various spots on exterior wall and parapet wall coping and fill in missing brick side of building

Exterior light- replace current exterior light and position over future business/ projection sign

Exterior doors- refurbish current doors and paint black. Remove wood over door and replace with Glass

Windows- install identical window on left side of the business and in tenant Unit

PAINT- Paint wood exterior of front and side of building

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.

Tatjana Rigoni  
Applicant Signature

07/19/2023  
Date

Tatjana Rigoni  
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 129 S State Street,  
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.

\_\_\_\_\_  
Tatjana Rigoni  
Signatures

07/19/2023  
Date

\_\_\_\_\_  
Tatjana Rigoni  
Print Names



Tuckpoint brick and parapet wall coping as well as fill in brick

Add new business sign/ projecting sign

Paint wood exterior

Install window in tenant unit

Install corner window

Refurbish front doors and paint black. Remove wood panel over doors and install two transoms

INCREDIBLE



BUILDERS, INC

**Change Order**

Printed: Jul 20, 2023  
 102 Park St - Suite B, Hampshire, IL 60140  
 Phone: 844-447-3424

<b>Owner Info</b> Rigoni, Tatjana 129 S. State St. Hampshire, IL 60140	<b>Job Info</b> 129 S. State Street Hampshire, IL 60140	<b>Change Order ID</b>
		RIG-004

**Rigoni - Store Build Out**

CO ID	Created / Approved Date	Price
RIG-004	Created: Jul 20, 2023	\$9,144.90

Description
Misc.

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
FRONT WINDOW TENANT SPACE 950 Other	Labor Material	To remove window. Frame new 5 x 12 opening and trim outside around window. Window to be supplied and installed by others.	1	\$1,503.70	\$1,503.70
SIDE OF MAIN UNIT 203 Windows/Exterior doors	Labor Material	Frame new window opening approx. 5' x 9' and trim outside. window to be supplied and installed by others.	1	\$1,271.60	\$1,271.60
PAINT 404 Paint	Labor Material	Paint wood exterior of front and side of building. No bad wood replacement figured.	1	\$3,834.60	\$3,834.60
PAINT 404 Paint	Labor Material	Paint front exterior doors.	1	\$1,320.00	\$1,320.00
EXTERIOR BRICK 950 Other	Labor Material	To fill in missing brick on side exterior wall. To be	1	\$500.00	\$500.00



Items	Cost Types	Description	Qty / Unit	Unit Price	Price
		done at the time of tuckpointing.			
DOOR TRANSON WINDOWS 950 Other	Labor Material	To frame openings for 2 approx. 16" x 30" transom windows and trim exterior. Windows to be supplied and installed by others.	1	\$715.00	\$715.00

<b>Status</b>	<b>Signature</b>	<b>Date</b>
Approved by: _____		___/___/___

Approval Comments

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER:

\$9,144.90



BUILDERS, INC

**Change Order**

**Owner Info**

Rigoni, Tatjana  
 129 S. State St.  
 Hampshire, IL 60140

**Job Info**

129 S. State Street  
 Hampshire, IL 60140

**Change Order ID**

RIG-002

**Rigoni - Store Build Out**

CO ID	Created / Approved Date	Price
RIG-002	Created: Jun 7, 2023	\$3,879.00

Description
Tuckpoint

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Tuckpoint 950 Other	Labor Material	Price to tuckpoint various spots on exterior wall and checking parapet wall coping.  Note: Price can increase if we need to replace coping on parapet wall. Builder may need to remove conduit on exterior wall for us to tuckpoint the top course of brick.	1	\$3,879.00	\$3,879.00

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments
Declined per Tatjana via email to me on 7/6/23

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER:

\$3,879.00

fastsigns.com/2088

Payment Terms: Cash Customer

Created Date: 7/24/2023

**DESCRIPTION:** Double Sided Blade Sign w/ Bracket

**Bill To:** Meli's Gaming Cafe  
129 S. State St.  
Hampshire, IL 60140  
US

**Pickup At:** FASTSIGNS 103101  
580 E Terra Cotta Ave  
Ste A  
Crystal Lake, IL 60014  
US

**Ordered By:** Tatjana Rigoni

**Salesperson:** Natalie Morrissey

Email: 2088@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	<b>OPTION 1 - 26" round 3mm ACM Sign w/ digitally printed vinyl graphics</b>	1	\$553.00	\$517.64	\$553.00
1.1	Specialty Item -				
1.2.1	Composite Aluminum -				
1.2.2	Vinyl - Calendered (RTA/Cut vinyl) -				
1.2.3	Overlaminates- Matte Laminate -				
2	<b>Setup - vectorize logo &amp; re-color</b>	1	\$50.00	\$0.00	\$50.00
2.1	Setup -				

<b>Subtotal:</b>	\$603.00
<b>Taxable Amount:</b>	\$517.64
<b>Taxes:</b>	\$40.11
<b>Grand Total:</b>	\$643.11
<b>Amount Paid:</b>	\$0.00
<b>DEPOSIT REQUIRED:</b>	\$321.56

During the design process many options may be discussed. Any products or services not explicitly stated are not included. This includes but is not limited to removal of current graphics, painting, cleaning or prepping the installation location. Products are built to stated specifications. Any proofs of products super imposed in place are a representative image based on measurements and scaled to provide a visual. Actual specifications are stated in the proof and the sign will match the stated sizes. Customer is responsible for verifying specifications are to desired size.

**Open Monday-Friday 9am-5pm**

**Lewalt Glass & Mirror**  
 6521 Commercial Rd  
 Crystal Lake, IL 60014 US  
 +1 8154595252  
 lewaltglassandmirror@gmail.com

# Estimate



ADDRESS
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

SHIP TO
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

ESTIMATE #	DATE	
3126	07/25/2023	

## OWNERS INFORMATION

SAME

## JOB INFORMATION

129 S STATE HAMPSHIRE

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> TO SUPPLY AND INSTALL IN ONE PREPARED OPENING THREE 2"X 4 1/2" DK BRZ/BLK THERMAL BREAK ALUMINUM FRAMES WITH 1"LOW E INSULATED UNITS. ALL WILL BE CAULKED OUTSIDE. OPENING SIZE TO BE 144 X 64" ALLOW 2 WEEKS FOR DELIVERY 50%DEPOSIT BALANCE ON COMPLETION			3,511.00

WE VALUE YOUR SERVICE!

SUBTOTAL	3,511.00
TAX	0.00
<b>TOTAL</b>	<b>\$3,511.00</b>

Accepted By

Accepted Date

ESTIMATES ARE GOOD FOR 15 DAYS  
 DUE TO THE CURRENT RISING COSTS OF MATERIALS PRICES ARE SUBJECT TO CHANGE  
 WE ARE NON UNION

**Lewalt Glass & Mirror**  
 6521 Commercial Rd  
 Crystal Lake, IL 60014 US  
 +1 8154595252  
 lewaltglassandmirror@gmail.com

# Estimate



ADDRESS
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

SHIP TO
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

ESTIMATE #	DATE	
3127	07/25/2023	

## OWNERS INFORMATION

SAME

## JOB INFORMATION

129 S STATE HAMPSHIRE

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> TO SUPPLY AND INSTALL IN ONE PREPARED OPENING TWO 2"X 4 1/2" DK BRZ/BLK THERMALLY BROKE ALUMINUM FRAMES WITH 1" LOW E INSULATED UNITS DUE ON COMPLETION			2,638.05

WE VALUE YOUR SERVICE!

SUBTOTAL	2,638.05
TAX	0.00
<b>TOTAL</b>	<b>\$2,638.05</b>

Accepted By

Accepted Date

**Lewalt Glass & Mirror**  
 6521 Commercial Rd  
 Crystal Lake, IL 60014 US  
 +1 8154595252  
 lewaltglassandmirror@gmail.com

# Estimate



ADDRESS
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

SHIP TO
TATJANA RIGON 129 S STATE HAMPSHIRE, IL 60140

ESTIMATE #	DATE	
3128	07/25/2023	

## OWNERS INFORMATION

SAME

## JOB INFORMATION

129 S STATE HAMPSHIRE

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> TO SUPPLY AND INSTALL IN TWO TRANSOMS 2"X 4 1/2" DK BRZ/BLK THERMAL BREAK ALUMINUM WITH 1" LOW E INSULATED UNITS. DUE ON COMPLETION			1,022.42

WE VALUE YOUR SERVICE!

SUBTOTAL	1,022.42
TAX	0.00
<b>TOTAL</b>	<b>\$1,022.42</b>

Accepted By

Accepted Date



## Village of Hampshire

234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 • www.hampshireil.org

### FAÇADE IMPROVEMENT PROGRAM APPLICATION

#### Applicant Information:

Name: MARK SYCOWSKI Phone: [REDACTED]  
Address: [REDACTED] Email: [REDACTED]

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

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

#### Property Information

Business Name: State Farm Insurance Total Eligible Expenses: \$ 40,300  
Address: 185 S. State St Parcel Identification Number: 0122352006  
Hampshire, IL 60140

#### 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 checked="" type="checkbox"/> Windows and window frames                   |
| <input checked="" type="checkbox"/> Exterior Lighting - sign          | <input type="checkbox"/> Shutters   |
| <input checked="" type="checkbox"/> Painting                          | <input type="checkbox"/> Stairs, porches, railings                              |
| <input type="checkbox"/> Streetscape elements                         | <input type="checkbox"/> Roof   |
| <input checked="" 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:

Replace exterior vinyl siding with brick  
and stone. Paint entire exterior concrete  
and all wood trim. Replace all exterior  
windows + frames.



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

6/20/23  
Date

Mark Sychowski  
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 185 S. State St, 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

6/20/23  
Date

Mark Sychowski  
Print Names

- Siding removed
- repaint all trim + wood
- new sign installed
- new exterior stone + brick
- new front windows

New  
Brick  
(red)

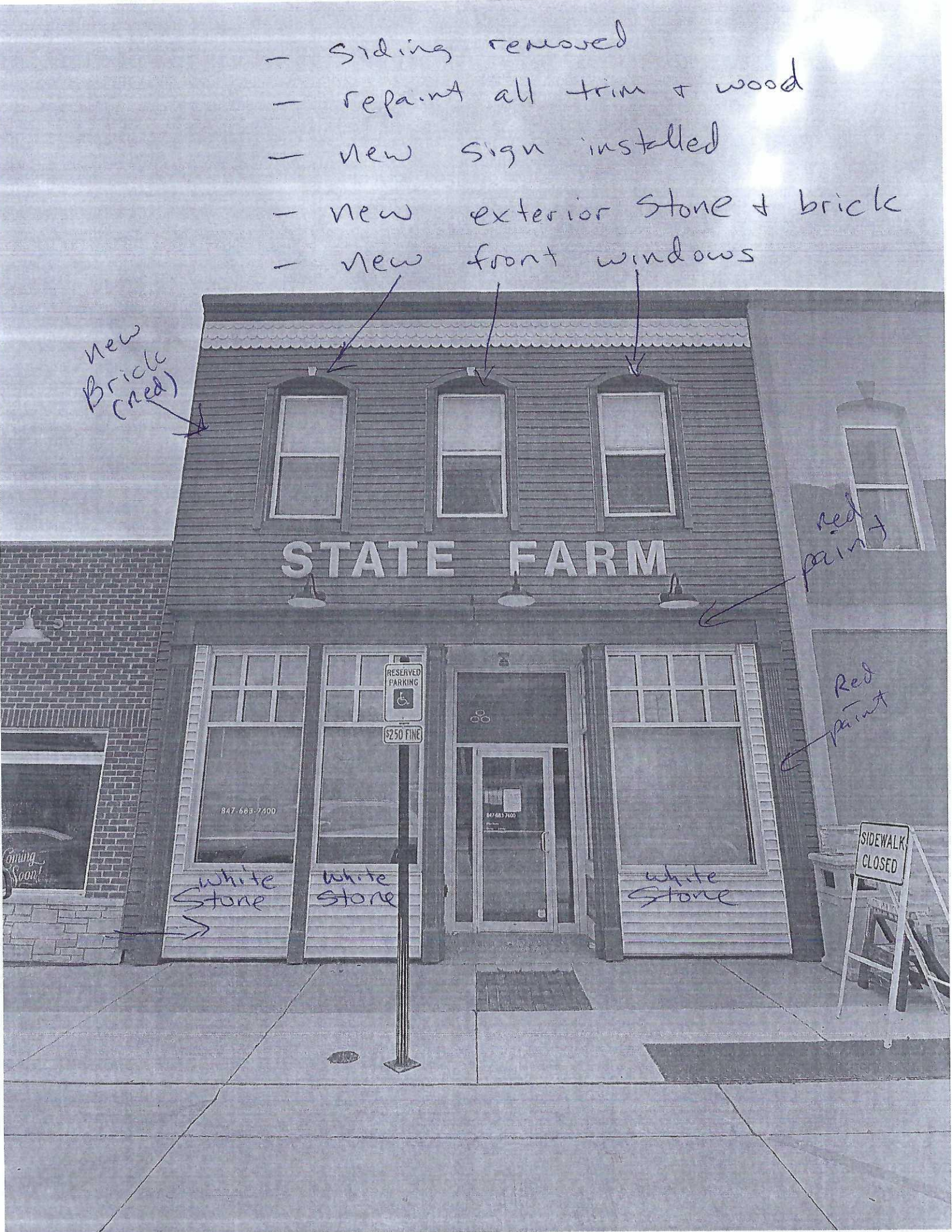
red  
paint

Red  
paint

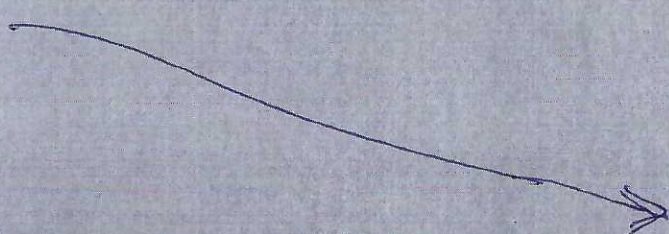
white  
stone

white  
stone

white  
stone



Brick + Stone will be very similar color and style as building on left.



Sidings removed

Roofing

Wood repaired

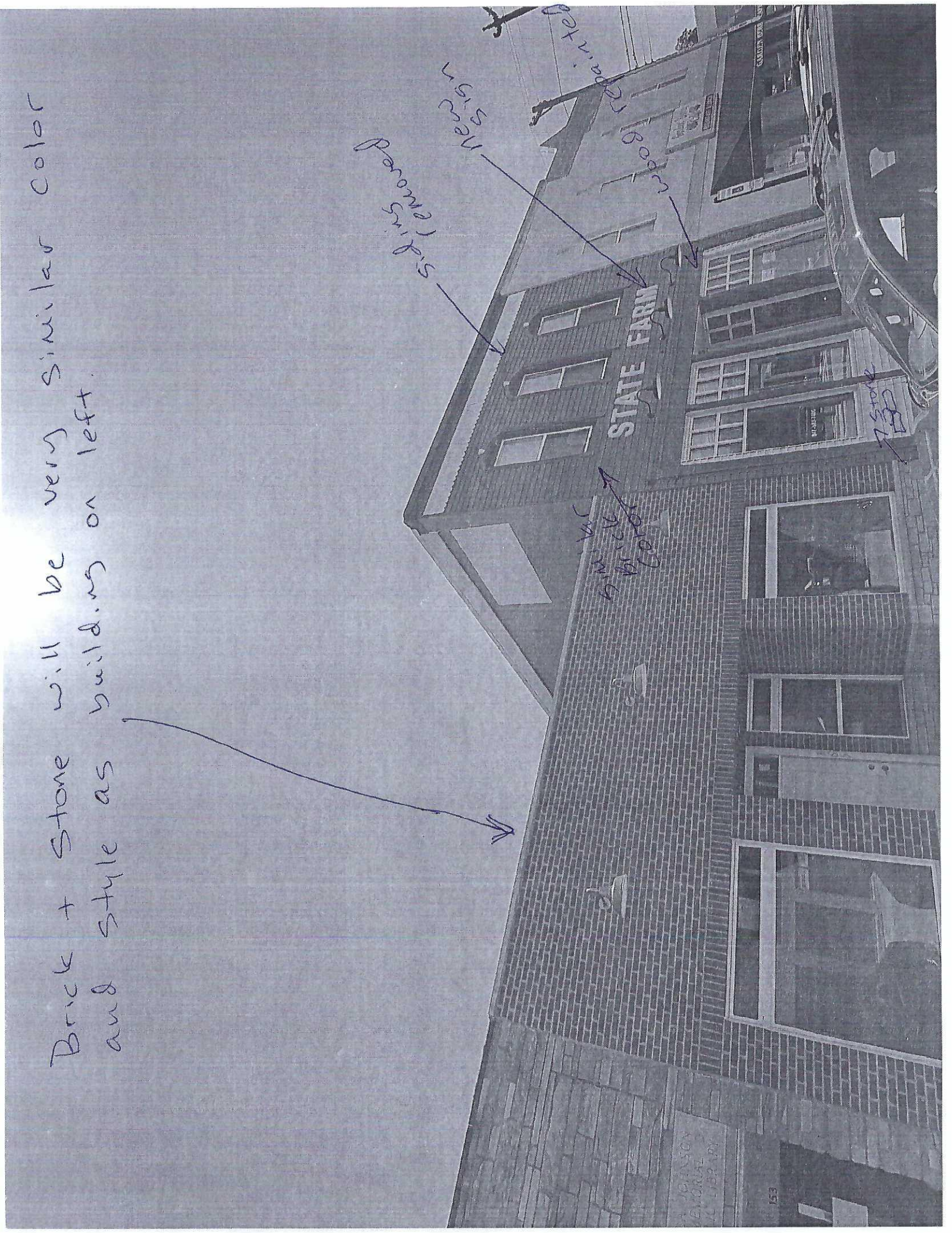
STATE FARM

Handwritten notes: 'Handwritten', 'brick', 'color' with arrows pointing to the brickwork.

Stone

JOHNSON MEMORIAL LIBRARY

153



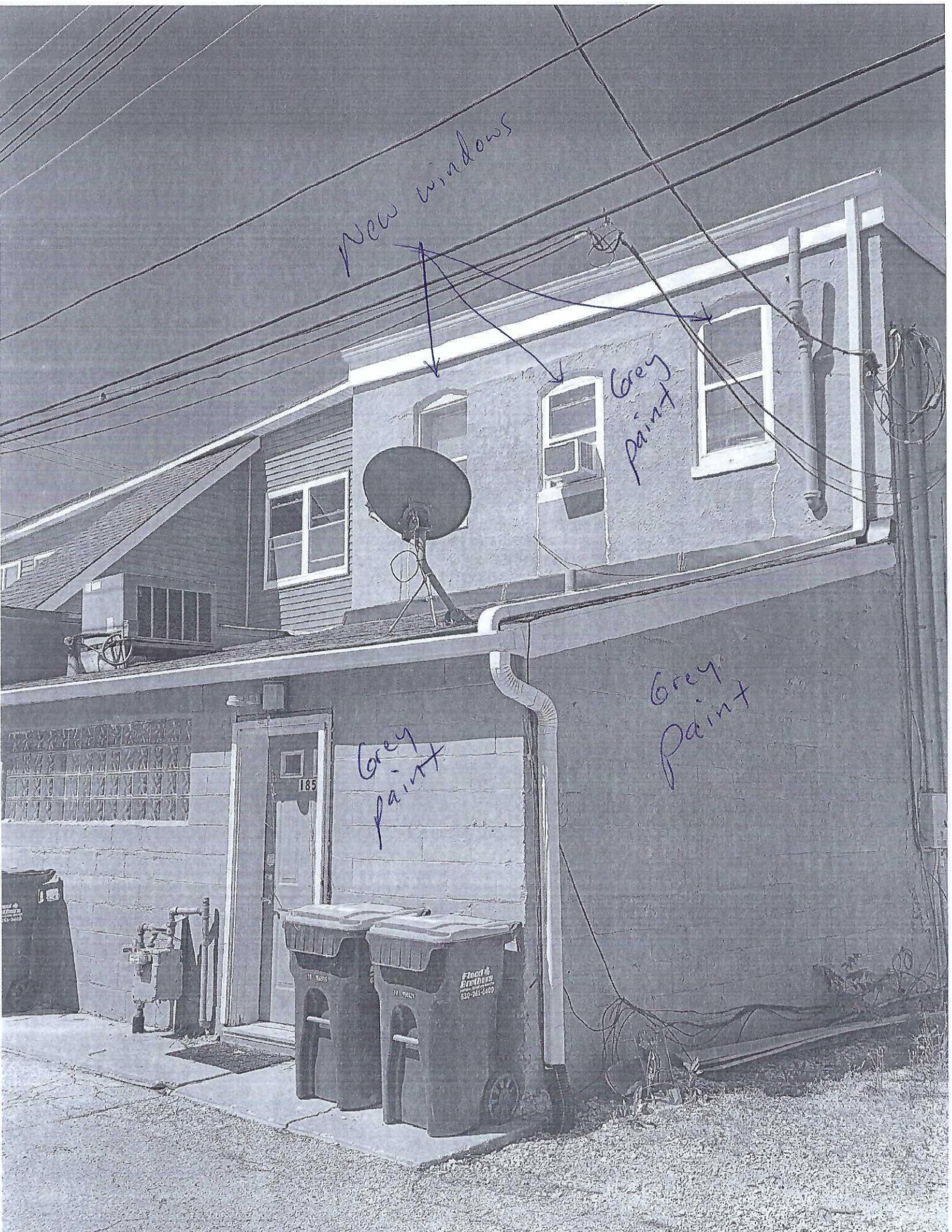
New windows

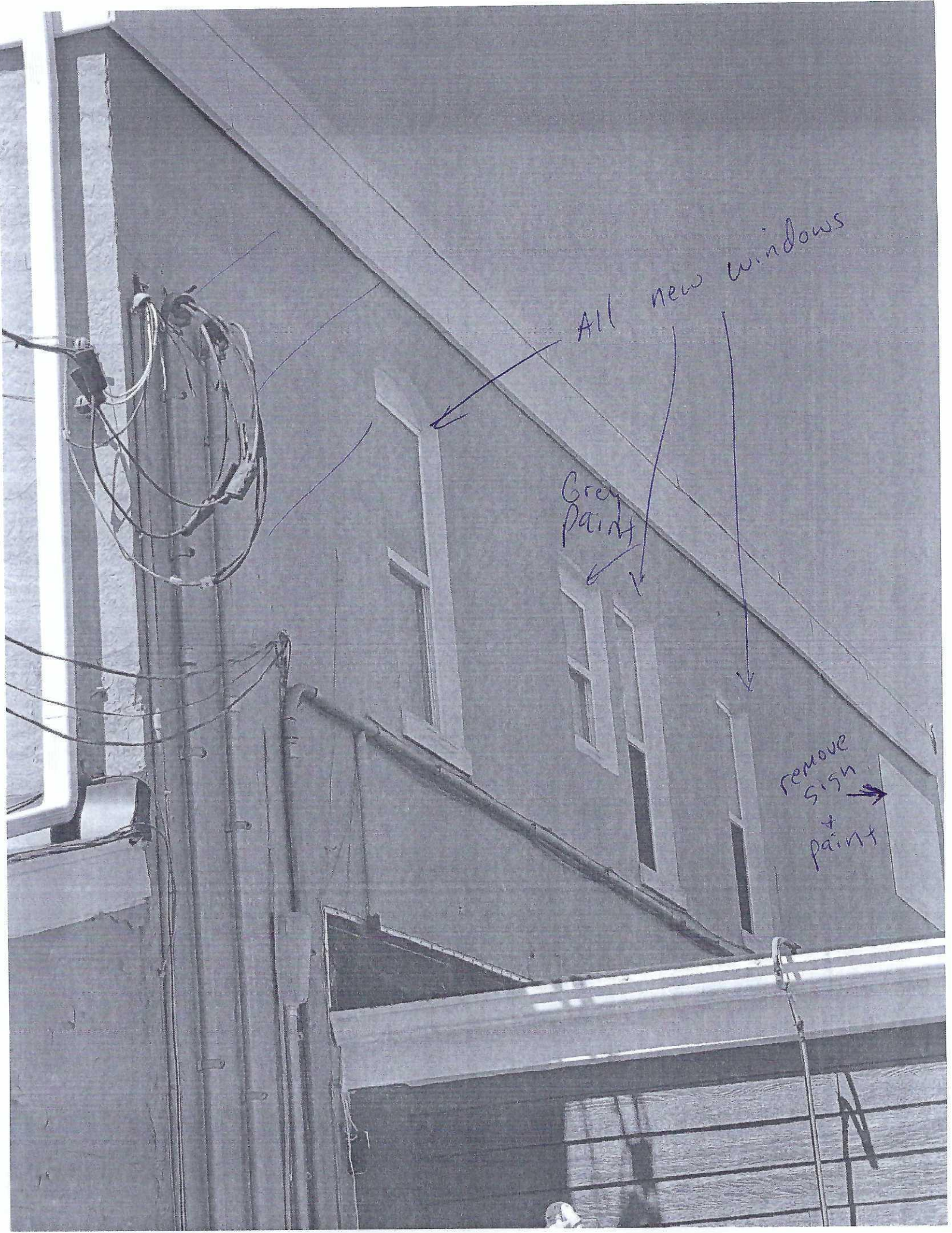
Grey  
paint

Grey  
paint

Grey  
paint

185





All new windows

Grey paint

remove sign + paint

## Painting Estimate/Contract

**Client:** Mark Sychowski

**Location Address:** 185 S State St, Hampshire IL 60140

### Exterior

1. Power wash all dirt and mildew from painted area
2. Remove large aluminum sign on side of building
3. Prep and Sand
4. Prime 1 coat paint
5. Apply 2 coats of paint to concrete
6. Apply 2 coats of paint to trim, doors, and window frames
7. Apply 2 coats of paint to gutters and downspouts
8. Provide all Paint & Supplies

**Total Estimate for Contracted Work = \$7250**

Please sign to accept job bid

Date:

6/20/23



A handwritten signature in blue ink, appearing to read 'Daniel Castro', is written over a horizontal line.

Daniel Castro

Painter/Contractor


DANMAR CONSTRUCTION  
Taurino Padilla 630-809-0164 320 Walnut st. Batavia ILL.60510.

# ESTIMATE

Mark Sychowsky  
114 N. Main St. Elburn

Estimate # 0000309

Estimate Date 06/05/2023

Item	Description	Unit Price	Quantity	Amount
Service	Remove two layers of siding in order to prepare to install, about 50' sq. ft. of stone veneer and 350" sq. ft. of Thinkh brick.	23800.00	1.00	23,800.00
Service	This price includes labor and materials.			
<b>NOTES:</b> If you are agreeing whit this sign here. ----- This work will be done at. 185 S.State St. Hampshire ILL. All work done has 1 year warranty. 				
		<b>Subtotal</b>		23,800.00
		<b>Total</b>		23,800.00
		<b>Amount Paid</b>		0.00
		<b>Estimate</b>		\$23,800.00

# SALES AGREEMENT



Customer Name: Mark Sychowski  
 Address: 185 South State Street,  
City/State/Zip: Hampshire, IL, 60140  
 [Redacted]  
 Secondary Phone: [Redacted]

Contract Number: W23RF0285  
 Feldco agrees to provide products and installation at the address listed.  
 Customer agrees to the following payment breakdown:

Initial Deposit \$925.00  
 Upon Final Measurements \_\_\_\_\_  
 Upon Completion \$8,325.00  
**Total Contract Price** \$9,250.00

Quantity	Item	Description
2	DH1655	Size: 34 X 71 Floor: Second Floor Room: Family Room Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Low-E & Argon Grids = None Hardware = Standard Screen = Half Screen Oriel = None *Notes:
1	DH1655	Size: 34 X 71 Floor: Second Floor Room: Bedroom #1 Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Low-E & Argon Grids = None Hardware = Standard Screen = Half Screen Oriel = None *Notes:
1	DH1655	Size: 34 X 62 Floor: Second Floor Room: Bedroom #2 Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Low-E & Argon Grids = None Hardware = Standard Screen = Half Screen Oriel = None *Notes:



1	DH1655	<p>Size: 34 X 62  Floor: Second Floor  Room: Bathroom  Capping Color: Glacier White (Alside)  Color = White/White  Painted Exterior = None  Glass = Tempered All  Grids = None  Hardware = Standard  Screen = Half Screen  Oriel = None  *Notes:</p>
1	DH1655	<p>Size: 34 X 59  Floor: Second Floor  Room: Living Room  Capping Color: Glacier White (Alside)  Color = White/White  Painted Exterior = None  Glass = Low-E &amp; Argon  Grids = None  Hardware = Standard  Screen = Half Screen  Oriel = None  *Notes:</p>
1	DH1655	<p>Size: 31 X 47  Floor: Second Floor  Room: Living Room  Capping Color: Glacier White (Alside)  Color = White/White  Painted Exterior = None  Glass = Low-E &amp; Argon  Grids = None  Hardware = Standard  Screen = Half Screen  Oriel = None  *Notes:</p>
1	DH1655	<p>Size: 31 X 59  Floor: Second Floor  Room: Bathroom  Capping Color: Glacier White (Alside)  Color = White/White  Painted Exterior = None  Glass = Tempered All  Grids = None  Hardware = Standard  Screen = Half Screen  Oriel = None  *Notes:</p>

1	DH1655	Size: 34 X 62 Floor: Second Floor Room: Kitchen Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Low-E & Argon Grids = None Hardware = Standard Screen = Half Screen Oriel = None *Notes:
1	DH1655	Size: 26 X 35 Floor: Second Floor Room: Kitchen Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Low-E & Argon Grids = None Hardware = Standard Screen = Half Screen Oriel = None *Notes:
<ul style="list-style-type: none"> <li>• Windows include Low-E glass with Argon Gas and Duralite Spacer System.</li> <li>• Windows include Transferable Lifetime Limited Warranty on Frame Structure, Glass Seal, and Glass Breakage</li> </ul>		

Notice To Buyer: This order is subject to all of the items set forth on the face and reverse side. By executing this instrument, buyer agrees to all terms and conditions:



\_\_\_\_\_  
(Customer Signature)

Mark Sychowski

\_\_\_\_\_  
(Customer Name)

06/20/2023

\_\_\_\_\_  
(Date)



\_\_\_\_\_  
(Contractor of Representative Signature)

Feldco Factory Direct, LLC

\_\_\_\_\_  
(Name of Contractor's Business)

06/20/2023

\_\_\_\_\_  
(Date)

## 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. *Grey wall paint, red trim paint, red brick, white/grey stone - can provide samples if needed*
- 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.