



## Code Compliance Grant Program

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### **PROGRAM SUMMARY:**

The Village of Tinley Park has established a Code Compliance Grant Program to assist property owners in the downtown Legacy District to bring their properties up to code. The goal is to provide an incentive for property owners to install fire protection systems and improve the quality of the building stock.

The Code Compliance Grant Program provides a matching grant of 50% or a maximum of \$35,000 per property. Properties may also apply for up to \$2,000 in additional funds to assist with the installation of a fire alarm. One site can use up to \$70,000 in matching grants every three years. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. A written agreement (Code Compliance Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required. The grant application is reviewed by the Economic Commercial Commission prior to Village Board approval. This program is not eligible for non-property tax paying entities. Work must not commence until grant approval is received. Should work commence prior to grant approval, the application will be null and void.

The Village will determine the appropriate level of funding available for the Code Compliance Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

### **ELIGIBILITY:**

The grant is eligible for applicants located along a public street within the Legacy District. The grant is for code compliance improvements only; design costs of the improvements are not eligible expenses. A grant may not be awarded to any business, individual or property which is currently in violation of Village codes or ordinances or is overdue in any payments to the Village.

### **ELIGIBLE EXPENSES:**

The expenses eligible for assistance:

- Fire Sprinkler Systems
- Fire Alarm Systems
- Correcting Other code violations

### **PROCESS:**

The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has reviewed a completed application:

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**1. Pre-Application Meeting**

The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

**2. Submittal of Complete Application**

**3. Staff Review**

Once Staff verifies the application is complete, an inspection of the subject property will be scheduled. After all deficiencies have been identified, the Staff Review Committee will evaluate the application based on the following criteria:

- Staff will review applications on a first come, first served basis. If requests exceed the amount of available funds, priority will be given to businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase and addressing all non-conforming zoning issues.
- Property owner/tenant verifies that there is no outstanding debt due to the Village.

**4. Commission/Committee Review**

Grant applicant or an appointed representative will be required to attend the ECC meeting at which grant application is being reviewed. Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

**5. Village Board Action**

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will determine the grant amount and authorize the execution of the Code Compliance Grant Program Agreement.

**6. Reimbursement**

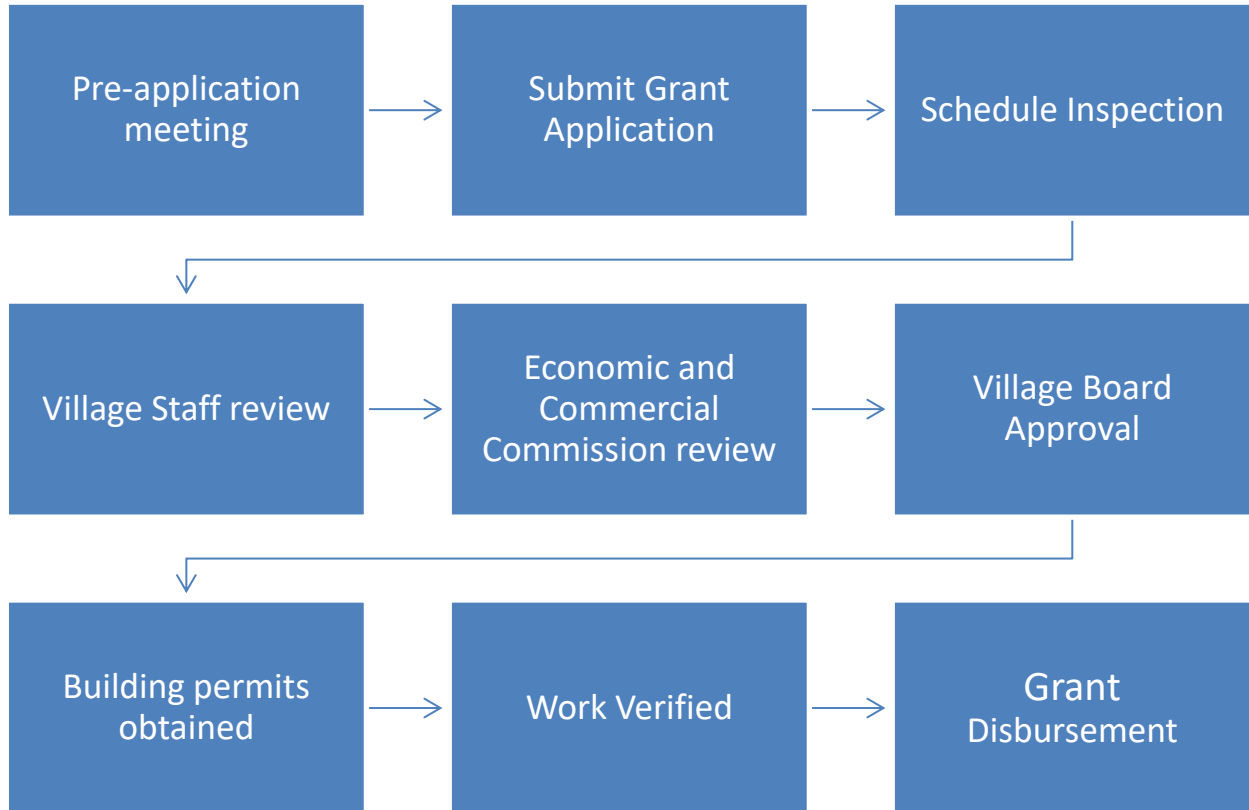
The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.

Grant approvals will be null and void if project is not completed within twelve months of grant approval.

A project timeline will be instituted as follows:

- a. Must submit a full set of plans within **three months** of grant approval;
- b. Must obtain building permit within **six months** of grant approval;
- c. Must complete project within **twelve months** of grant approval;
- d. Extension requests will require board approval.

## Code Compliance Grant Program



For more information, please contact:

Community Development Department  
Business Retention & Marketing Specialist  
(708) 444-5170



# Code Compliance Grant Program

## Application Form

### A. Applicant Information

*If Applicant is not the owner of the subject property, the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### B. Property Information

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Permanent Index No. (PIN): \_\_\_\_\_

Existing land use: \_\_\_\_\_

### C. Application Information

*Description of proposed project:*

**What is the total dollar amount being requested?**

*Please outline what the grant funds will be used for along with a breakdown of those costs. If additional space is required, please provide a separate attachment.*

Use	Amount Requested

**Is the applicant aware of any Village Code deficiencies of the property or structure? Yes  No**

If yes, explain:

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The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

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

\_\_\_\_\_  
Date

By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant’s proposed improvements and approves of the Applicant’s request for funding under the Village of Tinley Park’s Code Compliance Grant Program.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## Application Requirements

*A complete application for approval consists of the following items submitted in a comprehensive package:*

### Checklist for Code Compliance Grant

- Completed and signed grant application
- One completed [Commercial/Industrial Permit Application](#)
- One completed [Build-Out Interior Remodel Permit Application](#)
- Two different contractor quotes for each item funded by grant (specific item must be broken out from the rest of the quote if multiple items quoted)

***An application will not be accepted or processed until all of the items above have been submitted. If applications exceed the Village’s funding budget, an application will not be considered complete until all items have been submitted.***