PROGRAM SUMMARY:
The Village of Tinley Park has established a Code Compliance Grant Program to enhance the pedestrian experience and aesthetic quality of the downtown Legacy Districts. 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 sign grant of 50% or a maximum of $35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. Properties may also apply for up to $2,000 additional funds to assist with the installation of a fire alarm. One site can use up to $70,000 in matching grants per year. 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; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

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 Applicant must be 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 are 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:

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**
   - Completed application (attached)
     - Tax Identification Numbers
     - Property owner and business owner contact information
   - Proposed Plans shall be folded not to exceed 8 ½ “ x 14” in area
   - Amount of assistance requested
   - Itemized list of eligible expenditures
   - Applicant Affidavit of ownership or proposed lease agreement terms
   - Business Plan (if start up)

3. **Staff Review**
   Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:
   - Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from 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; preparation of a business plan, sign proposal, and all non-conforming zoning and building issues addressed.
   - Property owner/tenant has verified that there is no outstanding debt due to the Village.

4. **Commission/Committee Review**
   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 make a determination on 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.

Further Information: For more information regarding the Amplify Tinley Park Retail Grant Program, please contact:

Patrick Hoban
Economic Development Manager
(708) 444-5110
phoban@tinleypark.org
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

The identity of the owner and beneficiary of any land trust.

Property Owner(s): ____________________________
Mailing Address: ____________________________
City, State Zip: ____________________________
Property Address: ____________________________
Permanent Index No. (PINs): ____________________________
Existing land use: ____________________________
Zoning District: ____________________________
Lot dimensions and area: ____________________________

C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

________________________

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? ☐Yes ☐No

If yes, explain (note that a separate Variation application will be required to be submitted):

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 (next page), 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 Oak Park Playbook Incentive.
Application Requirements

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

1. The application form, completed and signed by the Applicant and/or property owner(s) of record.

2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.

3. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

Checklist for Code Compliance Grant

- One completed Build-Out Interior Remodel Permit Application.
- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information (included in Build Out Interior Remodel Permit Application).
- One completed emergency information sheet (included in Build Out Interior Remodel Permit Application).
- Letter of intent describing new occupant’s business practice.
- A letter defining scope of work.
- Four (4) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work. **If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.**
- Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required. Three (3) copies of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68th Court. **Build-out/Remodel permits will not be released until the fire suppression/protection system permit is submitted.**
- Four (4) copies of a floor plan and layout of furniture/shelving/table, etc., placement must also be submitted.
  - Provide calculations for occupancy load and door width capacities.
  - Provide calculations/documentation for aisle widths areas adjacent to seating.
- At the Building Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.