PROGRAM SUMMARY:
The Village of Tinley Park established a Landscape Grant Program to assist owners of existing buildings, or businesses within them in upgrading their landscaping. The goal of the Landscape Grant Program is to help property owners improve the aesthetics of downtown Tinley Park.

The Landscape Grant Program provides a matching grant of 50% or a maximum of $5,000 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. 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. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village’s Legacy Code regulations. A written agreement (Landscape 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 Landscape 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 landscape area is the entire linear land that fronts a publicly dedicated street right of way. 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:
A grant will not be considered for work performed prior to the submittal of a complete application. Any work performed prior to grant approval by the Village is performed at the applicant’s own risk. Eligible expenses include:

- Plants
- Retaining Wall and Edging stone

INELIGIBLE EXPENSES: The following are unacceptable expenditures:

- Implements
- Installation
- Fences
- Design Professional Fees
- Machinery & Equipment

DESIGN GUIDELINES:
The following design guidelines should be followed in plant selection:

- Landscaping Grants should create an interesting visual mix of landscape features along the area immediately abutting the right-of-way of the eligible property. Grants should create a sense of continuity and design. Grants should create attractive, eye-catching additions of colorful perennial plantings.

- Landscaping Grants can incorporate plants and other landscape materials to create unique landscape aesthetics. Plants should be hardy perennial, hardy woody plants or bulbs. Native plants are encouraged. Elements chosen should vary in height and specie. No annuals will be funded but it is recommended the property owner allow for their use in the design; annuals may then be inserted each year and varied as the property owner would desire.

- Landscaping Grants should incorporate a variety of perennials, ground covers, bushes, ornamental trees, and shade trees. Each planting should offer bloom of some kind from April through October. Winter interest is encouraged (e.g. ornamental grass foliage). Mass plantings for commercial impact are allowed.

Prohibited Materials: loose stone, rock or gravel is prohibited within public frontages.
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 Landscape 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):

Is the applicant aware of any Village Code deficiencies of the property or structure? ☐ Yes ☐ No
If yes, explain:

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

16250 S. Oak Park Avenue | Tinley Park, IL 60477 | (708) 444-5110
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 Oak Park Playbook Incentive.

Signature of Owner ____________________________ Date ____________________________

Application Requirements

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

Checklist for Landscape Grant Submission

- Landscape plan as required by the Village’s Landscape Ordinance, including:
  - Bufferyards (note that bufferyards are distinct from building and parking setbacks, and are dependent upon adjacent uses);
  - Parking lot landscape islands (if applicable);
  - Screening/fencing locations (if applicable);
  - Berms if proposed (if applicable);
  - Plant lists including Latin and common names, number of each planting material to be provided, size at planting, etc.; and
  - Additional information such as screening/fencing materials, plans and specification; planting schedule; etc.