



Naperville

OGDEN AVENUE SITE IMPROVEMENT GRANT *An Ogden Avenue Corridor Enhancement Initiative*

An incentive program for site, landscaping, signage, and façade improvements along Ogden Avenue between Rickert Drive and Naper Boulevard in the City of Naperville



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Application Deadline: June 26, 2015

Revised April 2015

Introduction

An attractive image is important to the success of any commercial area, and that image significantly depends upon the appearance of the commercial area's buildings, signs and landscaping. Landscaping, facade and signage improvements are the most effective ways of upgrading a business's image and ultimately attracting more customers. In addition to exterior improvements, site modifications to improve vehicle access and navigation between properties will help customers patronizing multiple businesses along the corridor and will keep traffic flowing along Ogden Avenue. Traffic flow has been cited by many Ogden Avenue business owners along the corridor as one of the most important assets to their business because it gives them visibility to prospective customers.

The Ogden Avenue Site Improvement Grant (SIG) program provides funding to commercial property owners and business tenants to encourage site improvements that are recommended in the *Ogden Avenue Corridor Enhancement Initiative*. The Ogden Avenue Site Improvement Grant program also affords a property owner the opportunity to bring nonconforming structures, such as pole signs, into compliance with City code. The program offers matching grants to serve as an incentive to stimulate private investment in site renovations that will result in a more competitive and economically viable business district along Naperville's Ogden Avenue corridor that will benefit businesses and customers alike.

This is a competitive grant. Applications will be evaluated on predetermined criteria, and projects that have the greatest positive impact on the corridor will be selected. Grants are awarded on a cost-reimbursement basis, following an application process that includes review, approval and construction of all requested improvements. Receipt of grant awards is contingent upon submittal of construction cost invoices from contractors or tradesmen who completed the work and cancelled checks by the property owner or tenant. Improvements should be made in a manner that is consistent with the City of Naperville's *Building Design Guidelines*.

Approved projects will entitle the property owner (or the business owner with property owner's consent) to receive a funding grant for up to the maximum grant award, or 50 percent of the project cost, whichever is less. Maximum award eligibility depends on the scope of the project, and all grants are reimbursed after construction is complete. The table below provides a summary of the project types and the maximum grant amounts for each.

<i>Project Category</i>	<i>Maximum Grant Award, up to one-half of Project Cost</i>
Façade Improvement	\$10,000
Signage Improvement (e.g., signs coordinated for a retail center, signs for single tenant buildings, monument signs)	\$10,000
Signage Improvement – Wall Signs Multi-Tenant*	\$3,000
Landscape Improvement	\$10,000
Other Site Improvement (e.g. access, site lighting, etc.)	\$10,000
For single tenants in multi-tenant buildings, the maximum grant award will be limited by the percentage of space the tenant occupies in the building. For example, if a tenant occupies 25% of a building, the maximum façade improvement grant would be \$2,500.	

EXAMPLE 1:

If a petitioner is seeking a grant for signage improvements to install a new monument sign, the maximum grant award would be \$10,000 or half the project cost (whichever is less). If the total cost of the proposed sign improvement is \$4,000, the petitioner would be eligible for a \$2,000 grant from the City.

EXAMPLE 2:

If a petitioner is seeking a grant for improvements in two separate project categories, such as façade and landscape improvements, the maximum award amount for the property would be a total of \$10,000. If the total cost of the façade improvement was \$30,000, and the total cost of the landscape improvement is \$15,000, the petitioner would be eligible for a maximum amount of \$10,000, which may be awarded for a project in one single category, or may be split between the two separate categories. For example, the City may choose to award the grant to the improvement that was ranked the highest when reviewed, or the City may split the award between the two projects by offering \$5,000 for each improvement.

EXAMPLE 3:

If a single tenant occupying a space within a multi-tenant building is seeking a facade grant, the maximum grant award amount would be reduced to equal either the percentage of the building occupied by the tenant or half the project cost (whichever is less). Therefore, if the tenant occupied 50 percent of a multi-tenant building space, the maximum grant award for the subject facade would be \$5,000, or half the project cost (whichever is less).

Geographic Boundaries

Commercial properties with frontage, or within the first block along Ogden Avenue, between Rickert Drive and Naper Boulevard, are eligible to apply for the grant program. For properties that do not front Ogden Avenue directly, and do not clearly lie within one block of Ogden, staff will determine if the property is eligible to apply for grant funds.

The study area also includes those properties along Naperville/Wheaton and Naper Boulevard between Ridgeland Avenue and Ogden Avenue.

Eligible Projects and Activities

All projects must fall under one of the project categories listed below, and specific examples of projects are listed under each category. No improvement that would require a variance for construction is eligible for consideration, and all proposed work must meet existing zoning requirements.

Projects located on properties that have received funding through this program within the last five years are not eligible. The five-year window is calculated from the date the previous grant was awarded to the application deadline for the current award.

FAÇADE IMPROVEMENT

1. Exterior Woodwork and Architectural Materials

This category refers to the repair, cleaning, refinishing, restoration, or replacement of exterior woodwork or architectural materials.

2. Masonry

This category refers to masonry repairs, restoration, tuckpointing, or low-pressure water or steam cleaning.

3. Windows and Doors

This category refers to the repair, replacement, installation or restoration of windows (including display, ornamental, upper-story and storm windows) and exterior doors.

4. Cornices, Parapets, Awnings, Canopies and Roofs

This category is for the installation or repair of cornices, parapets, awnings, canopies or roofs when part of facade renovation, or independently, when it is a visible part of the façade from Ogden Avenue or required by the Municipal Code to screen rooftop mechanical units and vent stacks.

SIGNAGE IMPROVEMENT

5a. Signs

This category is for the maintenance, repair, or removal and replacement of existing signs, or the installation of new signs, that are either associated with a single tenant building or with a retail/shopping center.

5b. Wall Signs for Multi-Tenant Building

This category is for the maintenance, repair, or removal and replacement of existing wall signs, or the installation of new wall signs, that are associated with a single tenant in a multi-tenant building.

LANDSCAPE IMPROVEMENT

6. Landscaping

This category is for installation of new or replacement of existing landscaping to comply with current code requirements for parking lot, perimeter, and parkway landscaping.

OTHER SITE IMPROVEMENT

7. Lighting Fixtures, Fencing, Refuse Screening

This category is for the exterior lighting fixtures that are associated with a building façade or within a parking area. Decorative fencing around parking areas or adjacent properties and refuse screening are also included in this category.

8. Access Consolidation, Cross Access, or Pedestrian Improvement

This category is for the consolidation of driveways on Ogden Avenue and cross-access construction between businesses. Installation of pedestrian improvements (e.g. sidewalk between business entrance and Ogden Avenue, etc.) is also encouraged.

Scoring Criteria

Applications will be evaluated based on the priorities contained within the *Ogden Avenue Corridor Enhancement Initiative*. Applications will also be reviewed for consistency with the City of Naperville's *Building Design Guidelines* by the Planning Services Team (PST) and the Ogden Avenue Oversight Advisory Committee (OAC), and they will be ranked based on the merit of the project. In addition to items listed above, projects will be evaluated on criteria such as the overall impact to the Ogden Avenue corridor, occupancy and vacancy history of the property, and the overall improvement investment by the applicant.

All grant applications received will be evaluated along with all other applications, regardless of category. Grant applications received for multiple improvements on a single property will be ranked separately, and the highest rated applications, regardless of category, will receive funding.

Application Process for Grant Applications

1. Complete and Submit Application

The application deadline is **June 26, 2015**.

Applications should be completed and submitted to the Planning Services Team, who will review the application for completeness within 10 working days of the application deadline.

Prior to submitting the application, applicants are highly encouraged to contact the PST to schedule a pre-application meeting, during which staff will review the application for completeness. In addition, any questions regarding the program, the application, design alternatives and general cost parameters can be discussed. To schedule an appointment, please call Planning Services at 630-420-6694.

2. Review and Approval by the City

Within 30 days of the application deadline, the PST, along with the OAC, will review and rank all applications to establish an order of merit. Funding will be recommended based on the highest ranked

projects. Please note that this is a competitive grant. The City may choose to award less than the maximum eligible grant amount, or less than the requested amount, if more applications were submitted than the City has available funds. Under those circumstances, the City will contact the applicant with the proposed grant amount before a signed grant agreement is requested.

3. Execution of the Site Improvement Grant Agreement

A Site Improvement Grant Agreement specifying the responsibility of the grant recipient and the City of Naperville must be executed after the grant winners are selected. This agreement must be completed prior to the commencement of funded improvements. A typical agreement will reimburse the applicant, up to the agreed upon maximum, with the submittal of paid contractor receipts.

Because approval may be based partly on the total investment in the property, the applicant will be required to complete all improvements that are listed in the SIG Agreement in order to receive reimbursement. This includes all improvements that were included in the contractor's estimate, not just the grant eligible improvements. All improvements should be submitted with the application as part of the Itemized Activity Estimate.

4. Begin Work

After the SIG Agreement has been executed, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the PST, including an estimate of the total grant amount the applicant is eligible to receive once work is completed.

Work may begin once the City has issued all necessary permits. Prior to, or during construction, any on-the-job changes to the approved design must be reviewed and approved by the Planning Services Team. If changes involve permit related work, the permitting department must also review and approve any changes.

5. Complete the Project

Upon completion of the project, inspector(s) in the Transportation, Engineering, and Development Department must approve work for compliance with the original design drawings, including any approved on-the-job changes, City building codes, zoning ordinances, and sign ordinances. In the event the City finds the finished work product does not meet code requirements, or is not consistent with the approved grant application and any approved on-the-job changes, the City may not provide reimbursement for work completed.

6. Payment of the Grant

All work and supporting paperwork must be completed and filed by **April 30, 2016**. Grant recipients shall provide a request for reimbursement and all receipts (including copies of cancelled checks) for completed work to the Planning Services Team. The City will provide reimbursement up to the agreed upon maximum after eligible grant work has been inspected and certified as to its completion and compliance with the approved grant application. If you have specific questions about payment, please contact Planning Services at 630-420-6694.



FAQs

Why is your site appearance important?

In business, first impressions mean everything! It is the storefront, signage, and landscape curb appeal that sells a business - and a business district - to customers. An attractive appearance, combined with quality products, competitive prices and good service, creates a compelling image that will increase commerce, profits, and community pride.

Who is eligible for an Ogden Avenue Site Improvement Grant?

Owners and tenants of commercial property along Ogden Avenue between Rickert Drive and Naper Boulevard are eligible to participate in the SIG Program. Tenants must provide the building owner's consent in writing. For multi-tenant buildings, the most successful applications will include the entire building façade, site landscape area, or provide a cohesive signage design. Façade, landscape and other site improvements (excluding wall signage) affecting only a single tenant space (less than 10,000 square feet in area) in a multi-tenant building will only be eligible for a grant award equal to the percentage of the building they occupy. For example, if a tenant space occupies 25 percent of a building, the maximum façade grant award for which the site would be eligible is \$2,500.

What is the application process for the program?

Obtain an application from the PST or online at naperville.il.us/ogdengrant.aspx and complete all required information by the posted deadline. Within 30 days of the submittal deadline, applications will be reviewed and ranked by the PST and the OAC. A letter of approval will be mailed to those individuals whose projects are chosen to receive funding through the grant program. If funds are still available after grants are awarded, additional applications will be accepted and reviewed as they are submitted. Check with the PST for details.

How much grant funding is available?

The Naperville City Council will determine the annual budget amount for the program on a yearly basis. For Fiscal Year (FY) 2016, \$50,000 has been allocated for grants. Total reimbursement, per applicant, is based on the project type, but it is capped at a maximum of \$10,000 per property.

What if I need a variance?

If your project requires a variance, it is not eligible for this grant program.

What types of projects are eligible for funding?

See "Eligible Projects and Activities" section on page 3.

What types of projects are NOT eligible for funding?

- Interior remodeling
- Painting
- Purchase of furnishings, equipment, or other personal property, which does not become a part of the real estate
- Parking lot resurfacing
- Demolition or acquisition of property
- Improvements completed or expenses incurred *prior* to notification of approval and written notice from the City to begin construction
- Sprinkler system changes (for funding options related to sprinklers, please contact the Naperville Fire Department at 630-420-6142)
- Roof replacement/repair not visible from Ogden Avenue
- Improvements related to new construction

How do I get reimbursed?

1. Adhere to the design plan on which the funding agreement was based.
2. Have written pre-approval by the PST of any changes of the work in progress.
3. Complete the project within the permitted construction window and pass final inspection.
4. Submit invoices to the PST for payment of pre-approved grant amount.

Who should I contact with further questions?

Derek Rockwell, Planning Services
400 S Eagle Street
Naperville, IL 60540
phone: 630.420.4193
email: rockwelld@naperville.il.us

Where can I find the supporting documents mentioned in the application?

Ogden Avenue Site Improvement Grant website: <http://www.naperville.il.us/ogdengrant.aspx>

Who reviews the applications?

City staff will review and rank all applications, along with the Ogden Avenue Oversight Advisory Committee. The OAC is comprised of Ogden Avenue property and business owners and representatives from the Naperville Area Chamber of Commerce, Naperville Development Partnership, Planning and Zoning Commission and the Transportation Advisory Board, as well as City staff.

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Ogden Avenue Site Improvement Grant Application

Project Name _____ Date _____
 Applicant _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Project Information Start Date _____ End Date _____ (estimated)
 Project Category _____ PIN _____ Acres _____
 Address or location _____

Primary Contact _____ (All correspondence from City sent to this contact)

Property Owner

Name _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Tenant (check here if same as applicant)

Name _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Architect

Name _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Contractor

Name _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Other

_____ Name _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Email _____

Type of Proposed Improvements (Check all that apply):

Eligible Improvements (On Façades Visible from Ogden Avenue)

Building Façade	
Building material changes/replacement to facades visible from the ROW in accordance with material standards contained in <i>Building Design Guidelines</i> (available www.naperville.il.us)	<input type="checkbox"/>
Brick tuckpointing and similar maintenance actions	<input type="checkbox"/>
Awning and canopy installation (if complementary to overall façade, building color palette and <i>Building Design Guidelines</i>)	<input type="checkbox"/>
Window and door replacement	<input type="checkbox"/>
Screening of rooftop mechanical units/vent stacks with raised parapet wall around building facade	<input type="checkbox"/>
Screening of rooftop mechanical units/vent stacks with individual screening devices	<input type="checkbox"/>
Sign	
Replace non-conforming sign with code compliant sign	<input type="checkbox"/>
Replace pole sign with monument sign	<input type="checkbox"/>
Consolidate two or more pole or monument style signs on a single property	<input type="checkbox"/>
Provide coordinated wall signage style (e.g. color, font, height) on a façade of shopping center	<input type="checkbox"/>
Direct lighting of wall signs by exterior mounted light fixtures OR individual illuminated letters to replace internally illuminated box sign (either internally or backlit)	<input type="checkbox"/>
Replacement of Single Tenant Wall Sign	<input type="checkbox"/>
Landscaping	
Off-street parking lot screening with low masonry wall	<input type="checkbox"/>
Installation or replacement of parkway shade tree plantings	<input type="checkbox"/>
Off-street parking lot screening with shrubs and ornamental grasses	<input type="checkbox"/>
Installation or replacement of building foundation plantings	<input type="checkbox"/>
Installation or replacement of perimeter shade tree plantings	<input type="checkbox"/>
Installation of interior parking lot landscape islands	<input type="checkbox"/>
Site Improvements	
Consolidate driveway access on Ogden Avenue	<input type="checkbox"/>
Provide vehicular cross access to adjacent parcel	<input type="checkbox"/>
Remove parking areas from required arterial setback and replacing with landscaped parkway	<input type="checkbox"/>
On-site improvements to pedestrian access (e.g. storefront sidewalk connection, protected parking lot access, sidewalk adjacent to building)	<input type="checkbox"/>
Refuse screening in accordance with Title 5 of the Municipal Code	<input type="checkbox"/>
Decorative fencing or wall around parking area	<input type="checkbox"/>
Exterior lighting in accordance with Title 6 of the Municipal Code	<input type="checkbox"/>

OTHER, Please Describe:

Required Documentation for Submittal

1. Completed application

2. Drawings and plans

If you are proposing an alteration to the building, landscaping, signage or other site improvements, the following documents shall be submitted with the applicants name and address on the front page. Please submit legible documents, collated and stapled into packets, not to exceed 11" x 17" in size. Digital copies of all plans are also required.

Building Alterations:

- Façade elevations (as determined necessary at pre-application meeting*), including height, length and width measurements
- Site plan with building outline and proposed changes, where applicable
- Color scheme of the proposed addition or alteration
- Building material samples (roof, siding, chimneys, etc.) if applicable
- Cut sheets for proposed doors and windows, if applicable

** If you have questions about this, please contact the Planning Services Team. Specific questions about submittal requirements will be answered during the pre-application meeting.*

Landscape/or other site improvements:

- Site plan with building outline and proposed changes to site (e.g. access, driveway consolidation, etc) ; or
- Landscape plan, if applicable

Sign/awning/canopy improvements:

- Color drawing of the sign/awning including measurements
- Façade elevation showing sign/awning placement, if applicable
- If free-standing sign, site plan showing sign location

3. Existing Site Conditions

Please provide photos of current site conditions to illustrate where improvements are proposed. Photos should be provided in paper and digital (e.g. JPEG) format. Electronic photos may be submitted on a CD or e-mailed to: rockwelld@naperville.il.us

4. Written Project Description

Please describe your proposed project improvement in detail and attach pages as needed. Please provide no more than five (5) additional pages.

5. Itemized Activity Estimate

Please provide 2 estimates for improvement in each category, and list the totals below. An itemized estimate of all improvements is also required. Make copies of this form as needed.

	Contractor Name	Total Site Improvement Costs	Grant Eligible Project Costs*	TO BE COMPLETED BY CITY
ESTIMATE 1				
ESTIMATE 2				

*Detailed Contractors estimate is required. Provide additional sheets with supporting detail as necessary

CITY OF NAPERVILLE
DISCLOSURE OF BENEFICIARIES

1. Grant Applicant: _____
Address: _____

2. Nature of Applicant (Please check one):
- | | | | |
|------------------------|--------------------------|------------------|--------------------------|
| a. Natural Person | <input type="checkbox"/> | d. Trust/Trustee | <input type="checkbox"/> |
| b. Corporation | <input type="checkbox"/> | e. Partnership | <input type="checkbox"/> |
| c. Land Trust/ Trustee | <input type="checkbox"/> | f. Joint Venture | <input type="checkbox"/> |

3. If applicant is an entity other than described in Section 2, briefly state the nature and characteristics of applicant:

4. If in your answer to Section 2 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
- b. _____
- c. _____
- d. _____

5. Name, address and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Notary Public

This application for a Site Improvement Grant is hereby believed to be complete and accurate.

Owner Signature: _____ Tenant Signature: _____

Print Owners Name: _____ **Print Tenant Name:** _____

NOTE: Tenant Signature only necessary if Tenant is applying for a Grant

STATE OF ILLINOIS)
COUNTY OF DUPAGE)
CITY OF NAPERVILLE)

The foregoing petition was acknowledged before me by

_____ on the ___ day of _____ 20 ___.

Notary Public Signature: _____

Notary Public Name:

Two copies of the completed application should be submitted to the Planning Services Team. Applications may be dropped off at the Municipal Center between 8:00 am and 5:00 pm Monday – Friday, or mailed to:

ATTN: Derek Rockwell, Community Planner
Transportation, Engineering, and Development Business Group
400 South Eagle Street
Naperville, IL 60540

Two copies of the completed application, including any supporting documentation, are due by June 26, 2015. Additional copies may be requested by staff after the application deadline.