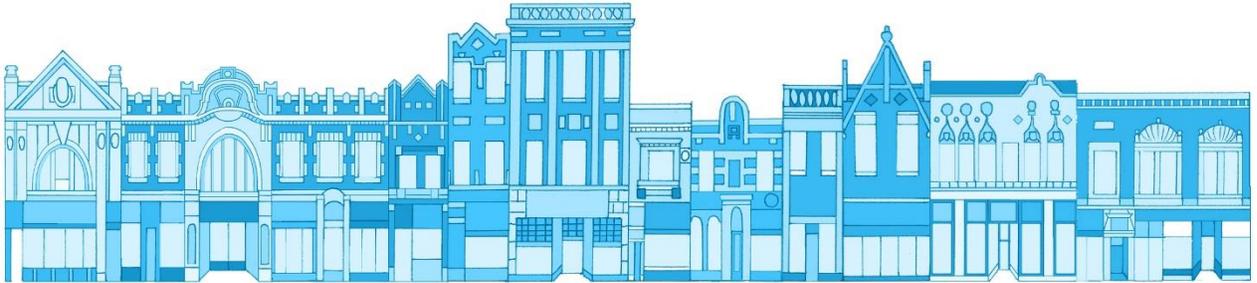




*andersonville*

## **FACADE INCENTIVE PROGRAM**

### **Guidelines and Procedures**



**A program of  
Andersonville Special Service Area #22**

5314 N. Clark St., #2F • Chicago, Illinois 60640

Phone: 773-728-2995

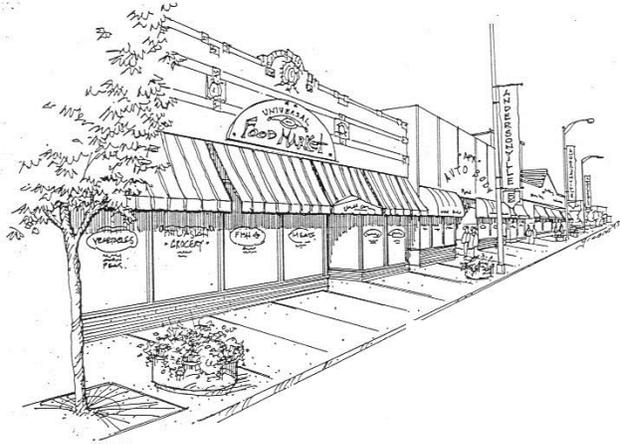
<http://www.andersonville.org/our-organizations/andersonville-ssa-22/>

# FACADE INCENTIVE PROGRAM GUIDELINES AND PROCEDURES

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## Introduction

Using funding from Special Service Area (SSA) #22, the Andersonville Facade Incentive Program is intended to provide funds to help small business owners improve the physical appearance of their storefronts. By improving individual storefronts, the program will help to revitalize and beautify the entire Andersonville commercial district, enhance the pedestrian scale streetscape and ensure that exceptional design solutions are introduced within this nationally recognized historic district and its 116 contributing buildings. Funding is intended to assist small business owners who would not otherwise be able to complete aesthetically beneficial projects. The program is managed by the Andersonville Chamber of Commerce and funded solely by the Special Service Area #22. It provides financial and design assistance to the owners and tenants of buildings that have street level commercial space within the published Special Service Area #22 boundaries.



Applicants who plan to complete at least \$500 worth of work and who meet all program requirements may receive a rebate of either **35%** or **50%** of eligible project costs. The maximum rebate amount is **\$5,000 for full scale façade project** or **\$3,500 for awning or signage projects**. Rebates are given after all work has been approved, completed and paid for and adequate documentation has been given to the Andersonville Chamber of Commerce. Applications will be considered in the order they are received until all funds have been distributed during a fiscal year. All proposed improvements and rehabilitation work must meet the design guidelines set forth in this manual and are subject to review and approval by the Facade Incentive Reviewing Committee.

## Location

The Facade Incentive Program is applicable to properties located within the SSA #22 boundaries: **North Clark Street between Ainslie and Victoria.**

## **Eligible Applicants**

- Owners and tenants (with owner's written consent) of street level commercial and industrial property.
- If applicant is a tenant, he/she must have a leasehold interest in the property according to a lease agreement for at least 3 years, and have written property owner approval.
- Preference will be given to applicants who show that the funding assistance is necessary to help them complete the proposed project.
- Preference will be given to applicants and buildings that have not participated in the program before.
- Preference will be given to fund outstanding and unique projects that are reflective of the quant, Old World character that is present – and desirable – in Andersonville; however, unique and creative design solutions are always encouraged and will be reviewed on a case-by-case basis.

## **Eligible Improvements**

- Improvements must be apparent from the commercial street. They must have a unique impact on the storefront appearance and take into consideration the impact on the surrounding properties as well as the original historic character of the façade.
- All improvements must meet the attached design guidelines and are subject to review and approval by the Facade Incentive Reviewing Committee. This committee will be made up of representatives of the SSA #22 commission and local design experts. The committee will review all applications.
- The majority of improvements should be for first floor facades. Improvements to second or third floors will be considered if they are part of a larger project that focuses on the first floor.
- Applications for improvements to one storefront within a building that has multiple storefronts and/or tenants (including upper floors) must include documentation of plans for the exterior of the entire building. If the applicant is not the property owner, he/she must submit documentation from the property owner of the plan and timeline for implementing all improvements.
- Improvements may include:
  - Façade restoration/historic preservation
  - Storefronts/Windows and Doors
  - Awnings
  - Signs/Graphics
  - Removal of unused signs and supports
  - Exterior lighting
  - Flower boxes
  - Sidewalk Cafes
  - Other relevant improvements as approved by the Committee
- Improvements that are not eligible include work on:
  - Roof
  - Rear/alley façade

- Secondary façade not plainly visible from a main commercial thoroughfare
  - Routine maintenance (painting or minor repairs) – unless part of a larger qualified project
  - New construction and additions
  - Buildings less than five years old
  - Billboards
- The proposed improvements must also be in compliance with City of Chicago zoning, building code and ADA requirements and any other local, state and federal laws and ordinances if applicable.
  - New construction will be deemed eligible after five years. Buildings just over five years old will be considered on a case-by-case basis.

### Eligible Costs

Façade Improvement	Percentage of Approved Costs	Max. Rebate
Exterior Storefront	50%	Up to \$5,000
Awning and Signage Only	35%	Up to \$3,500
New Sidewalk Cafe	25%	Up to \$2,500

- Approved applicants who plan to install at least \$500 of **exterior storefront improvements are eligible for a rebate of 50%** of the approved costs. The maximum rebate amount is **\$5,000**.
- Approved applicants who plan to install an **awning or signage ONLY** are eligible for **a rebate of 35%** of the approved costs, up to **\$3,500**. If an awning or sign is part of a larger plan for façade renovations (e.g. including new windows, brickwork, etc.), improvements other than the awning and sign will be eligible for a 50% rebate as noted above.
- Approved applicants who plan to build and install a **sidewalk café** are eligible for **a rebate of 25%** of the approved costs. The maximum rebate amount is **\$2,500**.
- Related professional, legal, architectural and City permit fees are eligible costs, as are work to display areas behind storefront windows and work to upper portions of the façade of the building, provided that such work is part of a larger qualified project involving street-level improvements.



- Where the applicant is the contractor or supplier, profits and overhead are not eligible expenditures.
- Applicants **are required to submit two sets of cost estimates** for review and the Façade Incentive Reviewing Committee reserves the right to reject questionable estimates. Even if the applicant plans on completing work themselves they must obtain two cost estimates in addition to their own.
- In order to maximize the number of eligible projects that receive assistance, **the Façade Incentive Committee may award a rebate at an amount less than the allowable maximum.**

## Project Sequence

### Step 1: Application

The applicant must submit the following:

- Completed application form
- \$30 non-refundable processing fee in the form of a check or money order made payable to the **Andersonville Chamber of Commerce.**
- 8 ½" x 11" sheets with **color photos and details of the existing building and area surrounding the proposed project**
- Written approval from the property owner for the proposed work (if applicant is a tenant).
- **Detailed plans, drawings, and specifications for the project.** Include all elevations, dimensions, colors, and other appropriate measurements and information.
- Detailed **cost estimates from two different contractors.** Specify which of the contractors you wish to use. The Committee reserves the right to reject questionable estimates. If the applicant plans to serve as a contractor or supplier on the project she/he will still need to obtain two cost estimates in addition to his/her own estimate.

**Applications are reviewed on the first Thursday of every month. All application materials described above should be submitted no later than the 23<sup>th</sup> of the month in order for the Façade Incentive Reviewing Committee to issue a decision no later than the second Thursday of the following month** (e.g., projects submitted by January 23<sup>th</sup>, 2013 would have been reviewed on February 7<sup>th</sup>, 2013 and a decision letter received by the applicant no later than February 14<sup>th</sup>, 2013).

### Step 2: Design Review

The Façade Incentive Reviewing Committee is made up of representatives from the Special Service Area #22 Commission and local design experts. The Committee will review all applications according to the schedule above and consider the degree to which the proposed project follows the attached design guidelines as well as the aesthetically and visually unique impact the project will have on the building and streetscape. The guidelines have been developed to provide a description of reasonable and predictable design solutions; however, they should not serve as a substitute for outstanding, unique, and creative

solutions that could not have been anticipated as part of these guidelines. The Committee will also consider the applicant's explanation of why this funding is necessary to help him/her complete the proposed project.

The applicant may be asked to address any questions/concerns the Committee has regarding design and will have the opportunity to meet with the Committee to answer/ask any questions and receive design assistance (as necessary). If the project is eligible, the applicant will be told the rebate amount he/she can expect to receive for the proposed project. If the project is not eligible, an explanation will be given. The Committee reserves the right to reject designs and they may give preference to properties that have not recently received funds from the program.

### **Step 3: Construction**

Once the designs, costs and permits have all been received and approved, the applicant will proceed with its improvement project in accordance with the plans and specifications submitted to the Façade Incentive Reviewing Committee. **All work must be completed within 180 days of receiving a design approval from the Committee**, otherwise the rebate may be directed toward another applicant. Applicants may ask for an extension of up to an additional 180 days. Requests for extensions must be made to the Andersonville Development Corporation in writing before the initial 180 day project period is closed.

### **Step 4: Issuance of Rebate**

Upon completion of the project, a member of the Façade Incentive Reviewing Committee will inspect the project to ensure compliance with the approved plans and cost estimates.

Rebate checks will be sent as quickly as possible, but may take approximately four weeks after the following documentation has been submitted:

- Written verification that all of the agreed upon work has been completed correctly.
- Copies of all paid invoices and cancelled checks or credit card receipts for all eligible work.

Checks are released pending fiscal year availability of funds. In some cases applicants who complete work in the later part of the fiscal year may not receive funds until the early part of the following fiscal year.

### **Compliance**

Applicants must certify that they will not either sell or leave the property for three years from the date of the application.

### **City Permit Information**

#### **Building Permits**

Building permits are issued by the Department of Buildings, City hall, Room 900, 121 North LaSalle Street, (312) 744-3449. Permits are required for all additions, alterations and new construction, as well as most types of repair work. For

example, replacing windows or storefronts, or a change in the number of doors and windows, would all require a building permit; likewise, concrete and masonry work also requires a building permit. Building permits must be clearly displayed at the construction site.

Architectural drawings are not required for most façade-only improvements; in most instances a rough design sketch will suffice. In instances where a substantial amount of work is to be done such as structural changes, installation of new window framing, the change of the fire rating on a part of the façade, or a change in the size of the windows, the Department of Buildings may, however, require a set of architectural drawings.

### **Barricade Permits**

A permit is required for setting up a barricade for work. Tuckpointing and cleaning of brick masonry does not normally require a permit. Barricade permits are issued by the Department of Transportation, Construction Compliance, City Hall, Room 905, 121 North LaSalle Street, (312) 744-4652.

### **Awnings and Canopies**

Awnings or canopies that extend two feet or more over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 N. LaSalle, 8th Floor, (312) 744-6060. This permit can only be issued after the City Council has passed a special ordinance for the awning or canopy (**allow at least 12 weeks for the issuance of the permit**). A permit for an awning or canopy that extends less than two feet over the public right-of-way can be issued by the Department of Buildings.

For more information go to:

[http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public\\_way.html](http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html)

### **Electrical Permits**

Electrical permits are required for light fixtures, neon signs, and lighted window displays. Electrical permits are issued by the Department of Buildings, City Hall, Room 900, 121 N. LaSalle.

### **Sidewalk Café Permits**

A permit is required to operate a sidewalk café during the sidewalk café season of March 1<sup>st</sup>-December 1<sup>st</sup>. A Sidewalk Café Program Application must be completed, approved by an alderman, and returned to 121 N. LaSalle, 8<sup>th</sup> Floor.

For more information go to:

<http://www.cityofchicago.org/content/dam/city/depts/bacp/businesslicenseforms/pwu/SWCAP2013-V.12.21.12.pdf>

### **Flower Boxes**

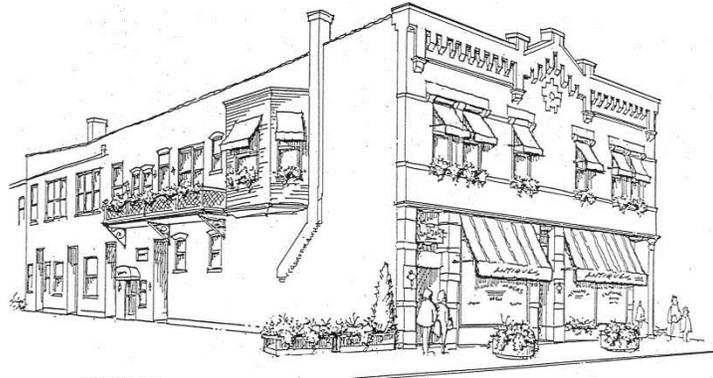
To install a flower box, a Public Way Use permit must be completed and approved by the city. Dimensions of the public way encroachment and approval from an alderman must be submitted. Applications can be sent to the Department of Business Affairs and Consumer Protection located at 121 N. LaSalle, 8<sup>th</sup> Floor.

# FAÇADE INCENTIVE PROGRAM DESIGN GUIDELINES

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## Design Introduction

Projects must make storefront improvements that are apparent from the commercial street. Changes should be designed to improve the physical appearance of Clark Street and may include façade renovation and design, historical restoration, canopies and awnings,



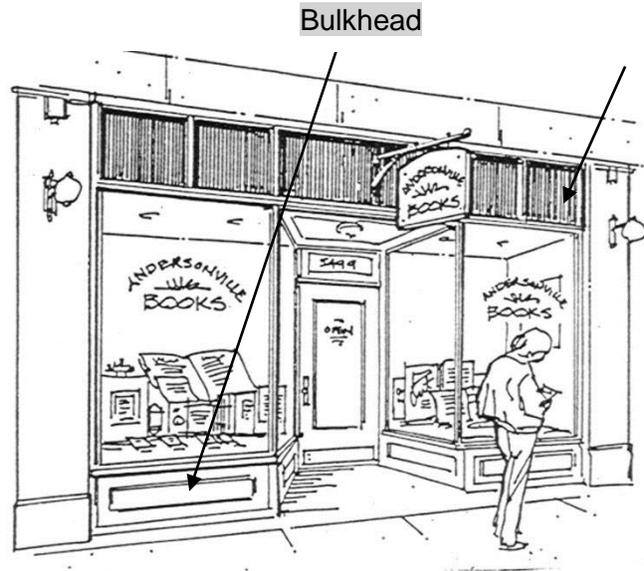
signs and lighting changes. The design guidelines are intended to enhance Andersonville's pedestrian-oriented atmosphere and design continuity while still allowing individual businesses to maintain their unique presence on the street. A committee made up of representatives from the Special Service Area #22 commission and local design experts will review all applications. This Façade Incentive Reviewing Committee will determine whether or not all proposed projects meet the following design guidelines, and they will also consider the general aesthetic/visual impact the project will have on the building and streetscape.

## Historic Details/Facade Materials

- Original decorative features such as cast-iron piers, terra-cotta masonry, ceramic tile, pressed ornament, wrought iron grille work and limestone should be restored and maintained, and not obscured by changes to the building.
- Missing features or deteriorated features beyond repair should be replaced to match whenever possible.
- Original wall materials such as brick, stone and terra cotta should be restored and maintained. Dry-vit and other imitation stucco or siding materials should all be avoided. Metal siding or panels, mansard canopies, and other types of "false-fronts" should be removed.
- When individual pieces of brick, stone or terra cotta are beyond repair, they should be replaced to match the originals in terms of size, color, finish and texture.
- Masonry surfaces should be properly tuckpointed to avoid moisture seepage. Mortar and grout should match the originals in terms of color, texture, consistency and joint profile. Portland cement should never be used as mortar.
- Masonry should never be sandblasted, since this causes serious damage to the materials. Masonry should be cleaned using the least aggressive method possible (such as low velocity water, steam or chemical cleaning) after conducting tests on inconspicuous areas.

## Storefronts/Windows

- The overall pattern of original storefronts and piers/columns should be maintained as much as possible.
- Storefronts should not be enclosed or filled in, and window openings should not be reduced in size. If original openings have previously been altered or filled in, the openings should be restored to their original size and configuration.
- In general storefronts should incorporate such typical architectural features as recessed entries, display windows, and bulkheads, in keeping with the original design of the building and allowing views into the retail space.
- Bulkheads (the low wall area under a storefront window) should generally be 24 to 30 inches high. We encourage the retention/restoration of original bulkheads instead of full glass windows. NOTE: If bulkheads are less than 24 inches high, tempered glass is required.
- Storefronts in the same building should have a consistent design and relate to the entire building as a whole.
- Storefront doors should have glass panels and should be restored to original, historic wood doors.
- Framing systems should generally have a dark finish. Natural aluminum finishes will be reviewed on a case-by-case basis. If new storefront frames are to be used, all efforts to use double insulated glass should be taken.
- Alternatives to metal security gates should be used. Funding cannot be used for the installation of security grilles or gates.
- The large undivided sheets of glass typical of display windows should be maintained. Sheets of glass should generally be no less than four feet wide.
- In many older buildings, transom windows were part of the original storefront design and should be maintained.
- Clear glass should be used for storefront windows; glass block, tinted, spandrel, mirrored or opaque glass should all be avoided.
- Window displays and window signage should not block the view into the store, for sales appeal and for security reasons such signs should cover no more than 30% of the glass.
- If windows are not being historically restored, the Committee encourages double-paned windows for energy efficiency.



## Upper Level Windows

- Rebates can be used for work on upper level windows if the work is part of a larger project which focuses on the first floor.
- All efforts should be made to replicate original window style, detail and finish [and any divided lights (muntins)].
- Typical Andersonville upper level windows were wood double hung windows with painted sashes.

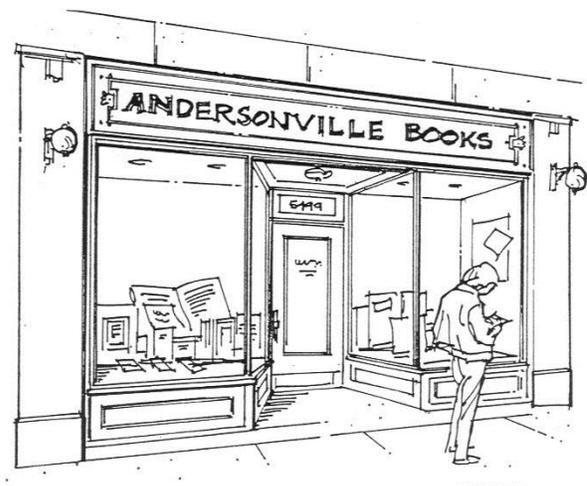
## Lighting

- The use of accent lighting to accentuate historical features is highly encouraged and may be done with projecting or concealed fixtures. Such fixtures should be as inconspicuous as possible and compatible with the building's design.
- Decorative sconces and recessed entry pendant lights are encouraged to accentuate features. Light sources should not be seen.
- In general, the entire façade should not be washed in bright light, but lighting should be used to accentuate individual building features and light entryways.
- Sodium/mercury vapor lights are not appropriate and rebates will not be given for them. However, use of other energy efficient lighting is encouraged.
- Lighting can be used to illuminate signage and occasionally may be appropriate for illuminating awnings. This will be considered on a case-by-case basis.

## Signage

### **Signage - General**

- Signage should enhance the image and visibility of the entire district as well as that of the individual business.
- Signs should vary to express the individual merchant, but should be considered completely with the streetscape.
- A short message on a sign can have the most impact. Signs should NOT be cluttered with excessive information - "Less is More."
- Signage should be considered an integral part of the building façade design.



### **Signage - Type**

- Signs should be designed for viewing by both drivers and pedestrians.
- Painted or applied window graphics, when tastefully executed, can be an appropriate solution for both permanent and temporary signage. These signs can be painted directly on the glass or onto a clear acrylic panel suspended behind the glass.
- Projecting signs are often not the best solution, and we don't approve interior, plastic-lit signs. This includes illuminated sign cabinets with plastic face or channel letters with raceway. However, if they contribute to the historical significance or character of the building or street; they may be considered on a case by case basis.

### **Signage – Size/Placement**

- Signs should not exceed the obvious architectural boundaries, both horizontal and vertical.
  - Signage should not be located or secured so as to obscure architectural details, windows, cornices, or other important architectural features.
  - Signs should be on scale with the building as a whole, as well as the storefront.
- Place flat signs (either with painted letters or individually cut out letters) on the building sign frieze, which is the horizontal flat band above the store's windows.
- Signage should not be placed on the building above the first story sign frieze. Signs for second story businesses can be effectively stenciled onto the window glass or simple neon can be used.
- An awning valance can be an excellent spot to advertise a merchant name, address or services (keep it simple).

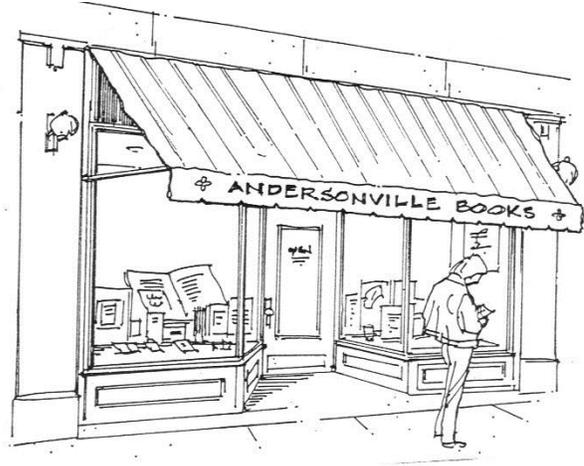
### **Signage – Materials and Colors**

- The materials chosen for a sign may be less important than the quality of construction, lighting, detail, letter styles, and placement of the sign.
- Good contrast between the background and lettering is more important for legibility than bright colors in signs. Bright, loud colors can distract from a building's unique architectural qualities and promote a chaotic landscape.
- To select appropriate colors for a sign consider all of the following
  - colors of the elements of the building, i.e. brick color, stone, awnings, and other surfaces that are not changing
  - colors of your internal business image, logo or other business graphics
  - colors of the neighboring buildings and signs so that you create a harmonious and unified visual appeal.

## Awnings

### **Awnings - Types**

- Most modern awnings are fixed frame awnings rather than retractable awnings. There are two types of fixed frame awnings: straight or curved (bubble). The straight awning with an open side and hanging valance is most encouraged.
- Awnings should be made of canvas not vinyl or plastic. Metal, wood shingle and other non-canvas materials will be reviewed on a case-by-case basis. Metal frames should be painted.
- Backlit awnings are those that combine lighting and signage and often have a curved front and a “plastic” look. This type of awning is often incompatible with the typical building of historic nature found in Andersonville and will be reviewed on a case-by-case basis.
- Signage on the slope is discouraged and may be allowed on a case by case basis.

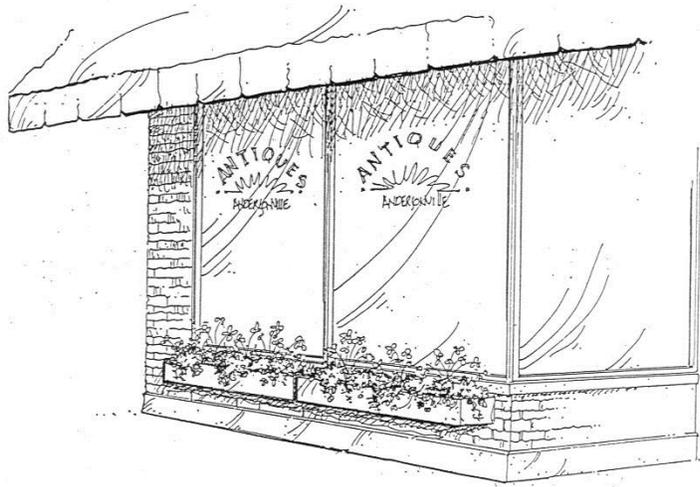


### **Awnings – Size and Placement**

- Awnings should be positioned so as to not conflict with the architectural details of the building, such as decorative brickwork, cut limestone, and decorative terra cotta.
- Awnings often add a place for signage and vitality to a storefront. In addition they can protect pedestrians from inclement weather and provide shade for the business. Therefore, awnings should extend at least 30” to 60” from the building.
- The lowest part of an awning (valance) should be located no lower than 7’6” above the sidewalk.
- As with signage, awning color should be selected to coordinate with the building, business and surrounding buildings and signs.
- Signs on awnings should usually be on the horizontal valance. If signage is placed on the main awning panels it should not cover the entire awning with words, phone numbers, etc.

## Flower boxes

- Well cared for flower boxes are encouraged and are a way of capturing a little nature, color and vitality that create another unique facet of Andersonville's character.
- One type of flower box is the sidewalk level window box which would be hung from the window ledge of the storefront or set on the sidewalk against the storefront. The ability to use this type of window box will vary from storefront to storefront and depend upon the height of the front glass and sidewalk clearance.
- A second type of flower box can be hung from the ledge or sill of the upper windows. Upper boxes can draw attention to the upper facades which are often more original and decorative in their design than the lower facades.



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State of incorporation of organization, if applicable \_\_\_\_\_

If Applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner, member or owner.

<b>Name</b>	<b>Business Address</b>	<b>% Interest or Control</b>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant is a public or non-profit corporation, list names and titles of the executive officers and directors/board members of the corporation.

<b>Name</b>	<b>Title</b>
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_____	_____
_____	_____
_____	_____

**Property Owner Information** (if Applicant is not the Property Owner)

Individual or company \_\_\_\_\_

Street Address _____	City _____	State _____	Zip _____
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Contact Person (if a company) \_\_\_\_\_

Home telephone \_\_\_\_\_

Work telephone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

**Tenant Information** (If Applicant is property owner but not business owner)

Business name \_\_\_\_\_

Owner's name \_\_\_\_\_

Type of business \_\_\_\_\_

Monthly rent (net of taxes, insurance, etc.) \_\_\_\_\_

**Project Description**

Describe proposed improvements to the building facade (attach additional sheets if necessary).

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**Needs Statement**

Describe why you need funding from the Andersonville Facade Incentive Program to complete the proposed project (attach additional sheets if necessary).

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Has the property received a rebate through this program before? yes no

If yes, when \_\_\_\_\_

Have you or your company received a rebate through this program for another property?

yes no If yes, when \_\_\_\_\_

Will you or your company be applying for the City of Chicago Facade Rebate program, SBIF funding or any other grant monies for this project? yes no

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

The Applicant \_\_\_\_\_ asserts that the preceding information is true and correct.

The Applicant fully understands that all work must comply with the Andersonville SSA #22 Facade Incentive Design Guidelines and be approved by the Facade Incentive Review Committee. Rebate is contingent upon completion of all facets of the project within six months of approval notification date. The project is not considered approved until the Applicant receives a Notice to Proceed letter. If the project changes after the Applicant has received a Notice to Proceed letter the Applicant will have to resubmit all changes and have them approved. **If changes are not approved, the applicant will not receive a rebate.**

The Applicant agrees to comply with all City of Chicago, ADA, State of Illinois, Federal and Andersonville SSA #22 Incentive Program guidelines and the specific recommendations of the Facade Incentive Review Committee.

The Applicant agrees to pay a **\$30 non-refundable fee** payable to the Andersonville Chamber of Commerce to cover administrative costs.

If the Applicant is the property owner he/she certifies that he/she will not sell the property within three years of application date.

If the Applicant is a tenant he/she certifies that he/she will remain in the property for the next three years.

The Applicant understands that he/she must submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed.

SSA #22 and the Andersonville Chamber of Commerce expect all applicants to be **fully responsible** in securing any applicable permits and licenses as part of this project proposal. The organizations are not responsible for any failure on the part of the business to secure proper documentation for work to be completed.

Along with this application, the Applicant must submit:

- \$30 non-refundable processing fee
- Photos of the existing building and area surrounding the proposed project
- Written approval from the property owner for the proposed work (if the applicant is a tenant).
- **Detailed plans, drawings, and specifications for the project.**
- Copies of bid proposals from two different licensed contractors (not including yourself if you intend to do the work).

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Applicant (please print name)

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Applicant's signature

Date

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Applicant's Social Security Number or Company Federal ID Number

**If the Applicant is other than the property owner of the building, the following must be completed by the property owner.**

I certify that I, the trustee and/or owner of the below-cited property give the above-signed Applicant authority to implement the described improvements at the property along with any amendments that may be required by the Andersonville SSA #22 Facade Incentive Program Guidelines. I further acknowledge that the Andersonville SSA #22 and the SSA #22 Sole Service Provider, the Andersonville Chamber of Commerce, assume no liability in the event of any dispute between the owner/trustee and the tenant of applicant concerning any building improvement work undertaken by the tenant as a result of the tenants' participation in the Andersonville SSA #22 Facade Incentive Program

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Signature of Owner or Trustee

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Print Owner's or Trustee's name and capacity

If applicable, bank/trust #

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Address of Property

### APPLICATION CHECKLIST

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- \_\_\_\_\_ Complete application
- \_\_\_\_\_ \$30 non-refundable processing fee
- \_\_\_\_\_ Photos of existing building and area surrounding the proposed project
- \_\_\_\_\_ Detailed plans, drawings, and specifications for the project
- \_\_\_\_\_ Detailed cost estimates from two different contractors (see attached worksheet)

**Remember, Do Not Start Work Until the Project is Approved!!**

