ANDERSONVILLE SSA #22 - FAÇADE INCENTIVE PROGRAM

WHAT YOU NEED TO KNOW BEFORE YOU START THE APPLICATION

For an application to be considered complete, it must include:

- **Completed** application form
- **$30** processing fee
- Photo(s) of existing building and surrounding property
- Written approval from the property owner
- Detailed plans, drawings, or specifications
- Detailed cost estimates from two different contractors

**Final Steps to Getting Your Rebate**

- Inspection of project to ensure compliance with plans
- Copies of all paid invoices and canceled checks or credit card receipts for all eligible work (No money will be rewarded without it)

<table>
<thead>
<tr>
<th>Facade Improvement</th>
<th>Percentage of Approved Costs</th>
<th>Maximum Rebate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Storefront Improvements</td>
<td>50%</td>
<td>up to $5,000</td>
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<tr>
<td>Awning and Sign Only</td>
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Applications are reviewed on a first come, first serve basis as this program has finite annual funding. All submissions will be reviewed within a 7-10 day time frame.

**You MUST submit a completed application and NO work may begin before approval to receive the Façade Incentive Program funded by SSA #22.**
Façade Incentive Program
Guidelines and Application

A Program of the Andersonville Special Service Area #22
5217 N. Clark St., #3 • Chicago, Illinois 60640
Phone: 773-728-2995
www.andersonville.org
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 projects cost. The maximum rebate amount is **$5,000 for full scale façade project or $2,500 for awning or signage project.** 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. 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 Design Committee.
**Location**
The Façade Rebate Incentive Program is applicable to properties located within the SSA #22 boundaries: **North Clark Street between Ainslie and Victoria.**

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### Map of SSA #22

**(Clark Street between Victoria and Ainslie Street)**

- **Extends to Ashland:**
  - Victoria Street
  - Edgewater Avenue
  - Hollywood Avenue
  - Olive Avenue
  - Catalpa Avenue
  - Balmoral Avenue
  - Foster Avenue

- **Extends to the Alley between Glenwood and Ashland:**
  - Summerdale Avenue
  - Berwyn Avenue
  - Winona Street
  - Carmen Avenue
  - Winnemac Avenue
  - Argyle Street
  - Ainslie Street

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**Eligible Applicants**

- Owners and tenants (with owner’s written consent) of street-level commercial and industrial property.
- If the 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 quaint, charm, and Andersonville pedestrian-oriented 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 facade.

- All improvements must meet the attached design guidelines and are subject to review and approval by the Facade Incentive Review 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:
  - Facade 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:
  o Roof
  o Rear/alley facade
  o Secondary facade not plainly visible from a main commercial thoroughfare
  o Routine maintenance (painting or minor repairs) – unless part of a larger qualified project
  o New construction and additions
  o Billboards
  o Buildings less than five years old
  o Tuck-pointing or other masonry work that would be considered general maintenance

• 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.

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**Eligible Costs**

• Approved applicants who plan to install at least $500 of exterior storefront improvements are eligible for a rebate of up to 50% of the approved costs. The maximum rebate amount is $5,000.
• Approved applicants who plan to install an
awning or sign ONLY are eligible for a rebate of 35%
of the approved costs. If an awning or sign is part of a
larger plan for facade renovations (e.g., including new
windows, brickwork, etc.), improvements other than the
awning and sign will be eligible for a rebate of 50% of
the approved costs.
• Approved applicants who plan to build and install a
sidewalk cafe are eligible for a rebate of up to 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 facade 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, profit and overhead are not eligible expenditures.
• Applicants are required to submit two sets of cost estimates for review and the Design 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 maximize the number of eligible projects that receive assistance, the Design Committee may award a rebate at an amount less than the allowable maximum.

You MUST submit a completed application and NO work may begin before approval by the commission to receive the façade incentive rebate funded by SSA #22.
**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.**

**Step 2: Design Review**

The Design Committee is made up of representatives from the Special Service Area #22 Commission and local design experts. 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 and cost estimates have been received and approved, the applicant will proceed with its improvement project in accordance with the plans and specifications submitted to the Design 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.

Step 4: Issuance of Rebate

Upon completion of the project, a member of the Design 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 up to 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 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 facade-only improvements; in these 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 over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 North LaSalle Street, 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 2 feet over the public right-of-way can be issued by the Department of Buildings. For more information go to: 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 North LaSalle Street. (Some electricians can pull electrical permits online if the scope of the work is limited to just electrical)

Sidewalk Cafe Permits
A permit is required to operate a sidewalk cafe during the sidewalk cafe season of March 1st-December 1st. A Sidewalk Cafe Program Application must be completed, approved by the appropriate Alderman, and returned to 121 North LaSalle Street, 8th floor. For more information go to: www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

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 the appropriate Alderman must be submitted. Applications can be sent to the Department of Business Affairs and Consumer Protection located at City Hall, 121 North LaSalle Street.
Please review the Andersonville Design Guidelines, which guide our decision making process. The following guidelines are of the upmost importance and we request that you answer YES or NO to these specific guidelines making your project an:

- Exemplary project
- Historic contribution
- unique presence on the street

Does your mortar and grout match the original material (brick and limestone) in terms of color, texture, consistency and joint profile.

- YES □  NO □

Storefronts should not be enclosed or filled in, and window openings should not be reduced in size.

- YES □  NO □

Clear glass should be used for storefront windows; in most cases, glass block, tinted, spandrel, mirrored or opaque glass should be avoided.

- YES □  NO □

We don’t approve interior, plastic-lit signs. This includes illuminated sign cabinets with plastic face or channel letters with raceway.

- YES □  NO □

Signage should not be located or secured so as to obscure architectural details, windows, cornices, or other important architectural features.

- YES □  NO □

The straight awning with an open side and hanging valance is the most encouraged option within the Andersonville business district. Awning should be made of canvas (or canvas-like material in texture and appearance), generally NOT vinyl or plastic.

- YES □  NO □

Awnings must extend at least 30” to 60” from the building face, include a valance, and have open sides.

- YES □  NO □
Andersonville Commercial District

Façade Project Examples
- Exemplary project
- Historic contribution
- an unique presence on the street

General Storefronts:
- Svea
- Roost
- Hopleaf
- Kopi Travelers Café
- Candyality
- Swedish American Museum

Signage

Blade/Projecting Signs
- Swedish American Museum
- The Wooden Spoon
- Simon’s Tavern
- m. Henry
- Anteprima
- City Olive

Façade Mounted Signs
- Big Jones
- m. Henry
- Scout
- Lil’ Bad Wolf
- Anteprima

Awnings
- The Wooden Spoon
- Big Jones
- Nail Palette
- Andersonville Wine and Spirits
Facade Referral Companies

Construction/General Contractors

Lo Destro Construction
211 E. Ontario Street
Suite 500
Chicago, Illinois 60611
312-521-5599

Greene & Proppe Design, Inc.
1209 W. Berwyn
Chicago, IL 60640
(773) 271-1925
info@gpdchicago.com

Joel Berman Architecture & Design
5212 N. Clark, Suite 3
Chicago, IL 60640-
(773) 275-5968
joel@bermanarchitecture.com

Lucas Contracting LLC
(773) 996-5970

Webb Masonry Restoration
908 W Belle Plaine
Chicago, IL 60613
(773) 989-7389
webbtuc@sbcglobal.net
Signage and Awnings
Referral Companies

FASTSIGNS of Lincolnwood
3450 W Devon Ave
Lincolnwood, IL 60712
847-675-1600

Right Way Signs, LLC
2333 N, Seeley Avenue
Chicago, IL 60647
773-930-4361
hello@rightwaysigns.com

American Signs by Tomorrow
2834 N. Halsted Street
Chicago, IL 60657
773-404-7446

H.M. Witt & Co.
3313 W. Newport Avenue
Chicago, IL 60618
773-250-5000

TFA Signs
5500 N. Kedzie Street
Chicago, IL 60625
773-267-6007
Design Introduction
Projects must make storefront improvements that are apparent from the commercial street. Changes should be designed to improve the physical and aesthetic appearance of Clark Street and may include facade renovation and design, historical restoration, canopies and awnings, signs and lighting. 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 Design Committee will determine whether or not 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, brick details, ceramic tile, pressed metal ornament, wrought iron grille work and limestone should be restored and maintained, and not obscured by changes to the building.
- Missing architectural 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 vinyl siding materials should 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 tuck-pointed to avoid moisture seepage. Mortar and grout must match the original material (brick and limestone) 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 historic storefront frame, openings, 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-height 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, ideally, be representative (or restorations of) historic wood and glass panel doors.

- Framing systems should generally have a dark finish. Natural aluminium 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 (below the transoms) 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; in most cases, 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)].

In most cases, upper level windows should be 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 facade 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. Lighting of awnings will be considered on a case-by-case basis and, generally, will not include approval for internally illuminated, vinyl-type awnings.

Lighting should not exceed over 3000 K temperature pendants max. We encourage warm light. We discourage red lighting and racer lights that frame windows.

**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 facade 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 or otherwise applied 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 – whether projecting or mounted flat against the wall – should not exceed the obvious architectural boundaries, both horizontally and vertically.
  - 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.
- Flat (surface) wall-mounted 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. In some cases, upper floor businesses can identify themselves through banners mounted to project outward from the building facade at 90 degrees.

An awning valance (flap of fabric that hangs down from awning ledge) 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 result in 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

Traditionally, awnings served a very practical purpose: to protect pedestrians from inclement weather and to provide shade to the storefront interior. Today, however, more times than not, awnings are thought of merely as signs and opportunities for identification. These guidelines are intended to encourage solutions that combine the traditional and modern objectives.

- 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 the most encouraged option within the Andersonville business district.

- In most cases, awnings should be made of canvas (or a canvas-like material in texture and appearance), generally not vinyl or plastic. Metal, wood shingle and other non-canvas materials will be reviewed on a case-by-case basis. In most cases, metal frames should be painted a dark color to minimize their appearance.

- 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, generally, will not be approved.

Signs on awnings should usually be on the vertical valance flap. Identification on the slope is discouraged, but, when allowed, should be simple and occupy no more than 30% of the surface area of the sloped panel.

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, in most cases, must extend at least 30” to 60” from the building face.

- 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 number, 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 will 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.

• Please remember that a Public Way Use permit from the City of Chicago Department of Business Affairs and Consumer Protection’s is required for installation of flower boxes.

Sidewalk Cafes

All sidewalk cafe applicants must adhere to the aforementioned eligible applicants, eligible costs, and project sequence. Additionally, a sidewalk cafe rebate application must include the following:

• 8 ½” x 11” sheets with color photos and details of the existing building and area surrounding the proposed project. Photographs shall be clear and depict the propose site of the sidewalk cafe.

• 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 plans and specifications for the project that include:
  • The exact length (s) and width (s) of the proposed sidewalk café
  • Compliance with the City’s landscaping requirements including (1) at least 50% of the boundary must be covered
• with live plants and (2) no portion of the plants shall extend over the permitted Sidewalk Café area.

• Compliance with the City’s boundary requirements including (1) the perimeter shall fully enclose the permitted area from the remainder of the public way, with the exception of the entrance and (2) not bolting the boundary to the sidewalk.

• Proposed seating for the sidewalk cafe. The number of chairs depicted in the plan shall match the proposed seating capacity on the application.

• The sidewalk cafe entrance location

• The access to neighboring and adjacent building entrances

• 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.

**Design Guidelines**
Projects must make sidewalk cafes that enhance the pedestrian experience and are unique from the commercial street. Changes should be designed to improve the physical and aesthetic appearance of Clark Street while bringing greenery and beauty to the sidewalk experience. 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.
Project Address

Street Address ........................................................................................................................................
City .....................................................................................................................................................
State ....................................................................................................................................................
Zip ...........................................................................................................................................................

Applicant Information

Business/organization name or property owner (i.e., entity to which rebate check should be made)

Street Address ........................................................................................................................................
City .....................................................................................................................................................
State ....................................................................................................................................................
Zip ...........................................................................................................................................................

Contact Person

Name ....................................................................................................................................................

Home telephone ..................................................................................................................................
Work telephone ....................................................................................................................................... 

Fax number ...........................................................................................................................................
E-mail ....................................................................................................................................................

___ Individual ......................................................................................................................................
___ Business Corporation ......................................................................................................................
___ Not-for-Profit Corporation ............................................................................................................... 
___ General Partnership .......................................................................................................................
___ Limited Partnership ....................................................................................................................... 
___ Limited Liability Company ...........................................................................................................

___ Other Entity (please specify) ...........................................................................................................
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.

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<tr>
<th>Name</th>
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<th>% Interest or Control</th>
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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.

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<th>Name</th>
<th>Title</th>
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**Property Owner Information** (if Applicant is not the Property Owner)

Individual or company

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Contact Person (if a company)
Tenant Information (If Applicant is property owner but not business owner)

<table>
<thead>
<tr>
<th>Business name</th>
<th>Owner’s name</th>
<th>Type of business</th>
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Monthly rent (net of taxes, insurance, etc.)

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Project Description
Describe proposed improvements (attach additional sheets if necessary).

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Needs Statement
Describe why you need funding from the Andersonville Façade Rebate 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 ________________________________

The Applicant (print your name) ________________________________ asserts that the preceding information is true and correct.
The Applicant fully understands that all work must comply with the Andersonville SSA #22 Façade Incentive Program Guidelines and be approved by the SSA 22 Commission. 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 an Acceptance Letter. If the project changes after the Applicant has received an Acceptance 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 Security Camera Rebate Program guidelines and the specific recommendations of the SSA #22 Commission.

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 # 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, or specifications for the project.
- Detailed cost estimates from two different contractors (not including yourself if you intend to do the work).

____________________________________________________________
Applicant’s signature

____________________________________________________________
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, Design Committee, or 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.

___________________________________________________________
Signature of Owner or Trustee

___________________________________________________________
Print Owner’s or Trustee’s name and capacity

If applicable, bank/trust #_______________________________________

APPLICATION CHECKLIST

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

Remember, Do Not Start Work Until the Project is Approved!
FACADE INCENTIVE PROGRAM BUDGET WORKSHEET

Name of Business ___________________________________________

Address___________________________________________________

Date of Submission___________________________________________

Please place an itemized budget in the table below. Remember you are required to obtain two bids before the Security Camera Rebate Review Committee will consider your proposal.

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<tr>
<th>Expense</th>
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<th>Bid 2</th>
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TOTAL COST

AMOUNT OF REBATE REQUESTED (up to 50% of total costs up to $5,000)

SIGNAGE AND AWNING REBATE (35% up to $2,500)

REMAINING COST