

Special Service Area (SSA) Business Improvement Program (BIP) Application



A Program of:
Howard Street/Jarvis Square SSA #19
Clark/Morse/Glenwood SSA #24
Devon Avenue SSA #43
Sheridan Road SSA #54



Strengthening Business, Building Community.
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I. INTRODUCTION

The Special Service Area (SSA) Business Improvement Program (BIP) provides incentives in the form of a rebate for physical improvements to storefronts and facades along the public way. The goal of the BIP is to beautify and revitalize commercial retail buildings, attract and retain businesses, enhance the streetscape, and provide design guidelines that enhance the character and qualities of the districts. The BIP is subject to the approval of and administered locally by Rogers Park Business Alliance, the SSA Sole Service Provider agency for Howard Street/Jarvis Square SSA #19, Clark/Morse/Glenwood SSA #24, Devon Avenue SSA #43 and Sheridan Road SSA #54. *Funding is limited – applications will be considered in the order in which they are received. Applicants who intend to remove their outer metal grates will be given priority.* This document provides a detailed explanation of the SSA BIP.

II. ELIGIBILITY

A. Eligible Applicants

Owners and tenants (with owner's written consent) of street level commercial/retail property, located within the SSA #19, #24, #43 or #54 taxing boundaries, may apply. See maps on pages 10-13 for SSA boundaries.

In cases where the owners of freestanding franchise businesses apply to the program, each case will be reviewed individually. In such cases, applicants may need special permission to deviate from franchise agreement design guidelines. The ability of such applicants to comply with SSA BIP's design guidelines will have a significant bearing on acceptance into the program.

B. Eligible Expenditures

Eligible applicants who plan to make storefront improvements are eligible for a rebate of up to 50% of the associated costs with a maximum rebate not to exceed \$5,000. The improvements must have a positive impact on the commercial area and improve the aesthetic appearance of the storefront and/or building. It is at the particular SSA Commission's discretion to approve any variances or special requests to this program.

Applications will be considered in the order that they are received until all the BIP funding is disbursed for the fiscal year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a lottery will be held to determine the order in which the projects will be funded and a wait list for funding should it become available. In order to maximize the number of eligible projects that receive assistance, the SSA Commission reserves the right to award a rebate at an amount less than the allowable maximum of \$5,000.

C. Eligible Improvements

Improvements under the SSA Business Improvement Program may include the following (see table below):

The proposed improvements may also be reviewed by other City of Chicago departments to assure compliance with zoning and building code requirements, and any other local and state laws and ordinances if applicable.

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Eligible Improvements	Ineligible Improvements
<ul style="list-style-type: none"> a. Tuck-pointing and masonry b. Exterior lighting c. Exterior surveillance cameras d. Window/door replacements e. New sidewalk café corrals or full replacement of café corrals f. Awnings g. New signage or sign graphics h. Parking lot landscaping, decorative fencing, buffers, lighting, signage that faces the main shopping street i. Exterior security grate removal j. New security grates (must be installed inside storefront window/door) k. Improvements done to vacant buildings l. Other relevant improvements as approved by the SSA Commission 	<ul style="list-style-type: none"> a. Roofing improvements b. Rear, side, alley, or secondary improvements not visible from the public right-of-way c. New construction or additions d. Improvements that are considered regular building upkeep or maintenance e. Improvements planned for new buildings (constructed less than 5 years before application date), except for sidewalk cafes, awnings, and/or signage f. Sidewalk café furniture considered temporary in nature, such as tables and chairs g. Parking lot improvements that face side streets, alleys or are not visible from the main street h. Flower boxes and planters (unless it is part of sidewalk café corral)

Positive impact defined: Changes that are apparent from the commercial street that improve the aesthetic appearance of a storefront and/or building which in turn creates a cleaner more inviting look to the commercial district. Some examples include, but are not limited to: changing windows or door styles to create a more open and inviting entryway or reconfiguring traffic pattern of an entry way or window local; replacing deteriorating signage with clean uniform signage; installing lighting and/or surveillance cameras; or removing outer metal grates.

Storefront defined a commercial retail business that has direct and immediate pedestrian access from the public way.

The goal is to concentrate on street level improvements, but upper level improvements may be approved if they have significant impact on the street appearance. This will be subject to review by the Commission. Professional, legal, architectural and city permit fees may be included in the total storefront improvement cost. If the applicant serves as a supplier, those costs will not be considered as eligible expenditures. In addition, in cases where the applicant serves as the contractor, two additional estimates from other contractors will be required for the cost evaluation of the project.

D. Program Eligibility

1. Rebate requests will not be granted for improvements that were started before the application is received and approved.
2. The application must be approved by the SSA Commission before construction can begin. If the applicant moves ahead with the project before receiving the approval the applicant accepts the risk that the project will not be approved for a rebate.
3. Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application.
4. Applicants must be the entity paying for the improvements.
5. If applicant is a tenant, written consent of the property owner is required.
6. Only owners and tenants of street-level property located within the SSA boundaries are eligible for the BIP.
7. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.

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8. Applicants must have proof of proper zoning and City permits for the improvements.
9. To the extent that the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.
10. Applications are considered on a rolling basis through the calendar year. There is no guarantee that funding will be available upon request of rebate.
11. If multiple applications are received before the next available SSA Commission review AND the combined rebate requested in all applications exceeds the available BIP funding, a lottery will be held to determine the order in which the projects will be funded and a wait list for rebates as future funding becomes available.
12. The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the BIP, provided they meet all other BIP eligibility criteria and abstain from reviewing and voting on ALL BIP applications during the period beginning when their application is submitted until their rebate check is approved and processed.
13. If any change in ownership of the property or business participating in the BIP occurs during the improvements, eligibility for the BIP will be suspended until a meeting with Rogers Park Business Alliance staff and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
14. Properties that received a Small Business Improvement Fund (SBIF) grant in the previous 3 years or are currently enrolled in the SBIF program are ineligible from applying to the BIP.
15. If the same improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the BIP.
16. No property owner or business can receive more than one grant in three calendar years from disbursement of the original grant. If any change in the ownership of a property participating in the program occurs, it will result in the removal of the project from the program. The new ownership is welcome to submit a new application into the rebate program.

III. APPLICATION PROCESS

A. Application Phase

A BIP application package must be submitted to the Rogers Park Business Alliance. Incomplete applications will not be considered for approval by the SSA Commission. The application package must include the following items:

1. Completed application form. Applicant is required to attend a meeting with the SSA Manager to present the scope of the project;
2. Photographs of existing building and the proposed project area;
3. Detailed plans and specifications for the proposed project;
4. Detailed cost estimates from at least two contractors for each improvement task. Specify which contractor you prefer for each task. The Commission reserves the right to reject any questionable estimates, as well as implement such additional program rules and regulations as it deems reasonable. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own;
5. A list of applicable City permits to be obtained; and
6. Written authorization from the property owner, if different from the applicant. The authorization must state that the applicant has the authority of the building owner to make the proposed improvements and participate in the BIP. *(Use enclosed form in application).*

B. Approval Phase

Completed applications must be submitted prior to the next meeting of the SSA Commission. The SSA Commission meeting dates are posted at www.rpba.org.

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After the completed application is received, it will be reviewed by the SSA Commission. This entity will review and accept or reject each application in its sole and absolute discretion. The applicant may be asked to clarify design elements if requested by the Commission. The application may be voted on in the first SSA meeting. If the Commission has questions about the application a vote may be postponed until a future meeting.

In order to determine what projects warrant the rebate the following are the criteria for review:

- Proposed projects meet the program guidelines
- Project provides a positive impact on the beautification of the public way
- Projects that demonstrate the greatest need of public assistance
- The size of the requested rebate
- Projects that have not previously been funded
- Applicants who demonstrate that the funding assistance will enhance the business improvements
- Buildings throughout the SSA boundaries in order to accomplish geographic diversification of limited funding

Within 10 (ten) business days of the SSA Commission meeting at which the application was voted upon, the applicant will be sent an approval letter in the mail stating the rebate amount he/she can expect to receive for the proposed project (the "Approval Letter") or an explanation of why the application was not approved.

C. Construction Phase

Once the application has been submitted and necessary permits have been obtained from the City of Chicago, the applicant may proceed with the improvements in accordance with the plans and specifications submitted in their application. However, if the applicant moves ahead with the project before receiving the Approval Letter, he/she accepts the risk that the project may not be approved for a rebate.

In order to ensure a timely project construction period, and to ensure the awarded funds are distributed within the same calendar year as the project is approved, all improvements should be completed within 180 days of the date of the Approval Letter. Failure to complete such work within the 180-day deadline shall, notwithstanding anything to the contrary elsewhere in the Application or related program materials, constitute a material breach of the program requirements resulting in the withdrawal of funding for the applicant's project without further notice of any kind.

D. Rebate Request and Distribution Phase

Once the improvements have been completed, the applicant must request the rebate by submitting the following documentation to the Rogers Park Business Alliance in writing (the "Rebate Request"):

1. Written verification that all agreed-upon work has been completed correctly
2. Before and after photographs showing the completed work
3. Copies of all required City permits
4. Copies of all paid invoices from the selected vendor(s)
5. Copies of the cancelled checks or credit card receipts for all eligible work that shows all work has been paid for in full.

After the Rebate Request has been received, a member of the SSA Commission or a Rogers Park Business Alliance staff member will inspect* the project to verify compliance with the program guidelines and pre-approved plans. A rebate check will be sent within 60 days after the final inspection has taken place, provided the inspection confirms compliance, and 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 first part of the following fiscal year.

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*The SSA Commission member's inspection is limited to a review of the completed improvements only in connection with the applicant's application under this program, and in no way shall be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs, and applicant's failure to verify the repairs shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure

IV. IMPROVEMENT GUIDELINES

A. Façade

The façade is the entire exterior front surface of a building from sidewalk grade to the roofline. (Material used for the renovation of the façade should match and complement the design of the building.) Avoid mixing materials and avoid imitations of materials. Solid or permanently enclosed or covered storefronts are prohibited, as are window treatments that significantly decrease the amount of window area. All damaged, or otherwise deteriorated elements of storefronts, display windows, entrances, upper façade or upper signs should be repaired or replaced. Additions to a building should use materials similar to those used in the existing building (i.e., matching size, color and texture or original materials). Each building unit, whether existing or proposed, should be an integral element of the total site design. It should reflect and complement the character of the surrounding area.

In order to insure people's access to purchase goods and services, all applicants who participate must meet, at the minimum, accessibility standards as put forth by the Americans with Disabilities Act (ADA) prior to receiving rebate.

If awning or canopies exist, or are to be installed, they shall comply with all current and local ordinances. In cases where parking lots are involved in the project, and the parking is to be utilized by the program, a minimum of two parking stalls shall be made accessible to the disabled, and appropriately marked for that use only. These parking stalls shall be adjacent to each other. Each shall be a minimum of sixteen (16) feet in width, including the combined width of two designated access aisles. There shall be designated access aisles located on each side of the parking space. Each designated access aisle shall have a minimum of four (4) feet. The length of these parking spaces shall be nineteen (19) feet. If the parking element of a project involves over 50 spaces, additional accessible parking spaces will be required as determined by Rogers Park Business Alliance and/or applicable City of Chicago parking requirements.

B. Cleaning Masonry

Brick and stone are not to be sandblasted since these materials are porous and can be damaged. Such materials should only be chemically cleaned or steam cleaned. Specifications regarding the cleaning of historic buildings shall be submitted as part of the contractor's proposal.

C. Tuckpointing

Masonry surfaces should be properly tuckpointed to avoid moisture seepage and excessive wear on the masonry. New mortar should be compatible with color/texture and form of original mortar. With historic buildings, specifications must be submitted with the contractor's proposal.

D. Exterior Lighting

The use of lights to illuminate building facades is highly encouraged and may be done with projecting, or concealed, fixtures. Such fixtures should be inconspicuous and harmonious with the building's design. **Although flashing, neon or other bright lights can attract attention when used in moderation, excessive use of this lighting is unlikely to result in**

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increased foot traffic. All fixtures, receptacles and equipment should be in accordance with the City of Chicago Building Code and Public Way Ordinance, and all required permits must be obtained by the applicant.

E. Signs

A sign's major purpose is to identify a business and not advertise its merchandise and services. Signs should not be large and overbearing, or cluttered with excessive information. They should be simple, and should be coordinated with neighboring signs. Randomly located signs, signs containing too much information, the use of many signs, and signs that are too large for individual shops and compact neighborhood shopping areas are often hard to read and easily missed by pedestrian shoppers and drivers. Such signs can give local shopping areas a cluttered, confusing image and must be removed and replaced by awnings that display business name and phone number or replaced with a sign that is fixed against the face of the storefront above the display window. Simple signs and their consistent size and location from one storefront to the next, make locating businesses easier for pedestrians and drivers. Signs should be placed on the horizontal bank, above the first storefronts, or in the panel located over the display windows. Rooftop signs on or above the parapet or cornice of the building, billboards, and other outdoor advertising signs painted or mounted on structures, except as otherwise described, are prohibited. Exceptions of an aesthetic or historic nature shall be considered for approval on a case-by-case basis.

Sign colors should be coordinated with colors of the building. Sign size should be compatible with the scale of the applied and surrounding buildings. Where sign lettering is to be placed on windows, small letters should be press-on vinyl or painted, printed, marked, stamped or otherwise applied upon the awning. All sign lighting elements, such as switches and panel boxes, should be concealed from view as much as possible. **Old signs, unused support structures, and empty electrical conduits should be removed.**

Temporary signs should advertise short-term sales only. Such signs should not be placed on any part of a building except in display windows, and should not occupy more than 25% of a window area. It is easier for shoppers to read a few simple well-placed sale signs than to try to read a display window cluttered with many signs.

F. Awnings and Canopies

Awnings and canopies can be attractive improvements to a storefront, and a good location for the store's name. They also provide shelter from the sun and rain. Cloth awnings are recommended. Metal, vinyl, and wood type canopies are prohibited. Also, both awnings and canopies should not be less than seven feet six inches (7'-6") above grade, and should be installed against the building. Fixed shingle canopies and mansard roof type canopies, whether permanent or temporary are prohibited.

G. Colors

Choose colors carefully, and coordinate building colors with sign colors. Neutral colors like whites, grays and beige bring out the most detail. Colors like browns and blacks cover defects and conceal details. Do not use too many colors, as only one or two give the best effect. Use blue, green, red, yellow and orange sparingly, and limit use to entry and door details.

H. Windows and Doors

Windows and doors should be tight and have sashes of proper size and design. Window frames with rotten wood, broken joints or loose mullions should be replaced. All broken and missing windows should be replaced with new glass. Display windows, entrances, signs, lighting, sun protections, etc., should be compatible and harmonious with the original scale and character of the structure. **No storefront should be covered or boarded up.** Lighting of display windows and the façade is encouraged during evening hours and at times agreed upon by Rogers Park Business Alliance and SSA Commissioners.

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Grates installed inside doors and windows provide equal protection to exterior grates while eliminating the exterior appearance of danger. Window grates and security fences on the outside of the building do not promote the attitude that Rogers Park is a safe place to shop or do business. Outer security grates are NOT an eligible improvement.

I. Security Systems

Interior lighting is strongly recommended as a security device. In addition, it advertises your business. Alarm systems are another alternative, which provide satisfactory security for your business. All security fixtures and equipment should be in accordance with the City of Chicago Building Code and Public Way Ordinance, and all required permits must be obtained by the applicant.

J. Sidewalk Café Corrals

Sidewalk cafes contribute to a vibrant commercial district by activating public space, encouraging pedestrian traffic, inviting interaction with the businesses and contributing to the aesthetic landscape with attractive furniture and greenery. All sidewalk café corrals and equipment should be in accordance with the City of Chicago's Sidewalk Café Program requirements, and all required permits must be obtained by the applicant.

V. MISCELLANEOUS IMPROVEMENTS

A. Parking Lots

Parking lots facing shopping streets and serving adjacent stores may be eligible for landscaping, lighting and decorative fences along the edges that screen or buffer the area from pedestrian shoppers. Such lots must receive special approval from the Commission to participate in the program. Parking lots facing side streets only, or not visible from the main shopping street, are not eligible under the program.

B. Wall Murals and Graphics

Wall murals and graphics can be attractive improvements to a building and also to an overall shopping area. Murals and graphics also can help establish a unique identity for a business. If the side of a building, proposed for a graphic or mural is highly visible from the main shopping street, such artwork may be considered an eligible expenditure.

VI. RESOURCES *(Note: Information on permits is subject to change. Please consult the City of Chicago and/or a licensed architect or contractor for official information about permits. Neither Rogers Park Business Alliance nor SSA #19, #24, #43, #54 or its Commissioners accept responsibility for information that is no longer accurate.)*

A. Building Permits

1. A building permit is issued by the Department of Buildings, City Hall Room 900, 121 N. LaSalle Street / 312.744.3600 to assure compliance with the Chicago Building Code, which establishes minimum health safety standards for all construction in Chicago. Permits are required for all additions, alterations and new construction. Permits are also displayed for some repair work. Building permits should be clearly displayed at all construction sites. To apply for and access permits online, visit:
<https://www.cityofchicago.org/city/en/depts/bldgs.html>

2. For façade improvements only, there is no need for architectural elevations; an architect's design sketch would suffice. In cases where a substantial amount of work is to be done, such as structural changes, installation of new window framing, or a change in the size of windows, the Department of Buildings would require a set of architectural drawings (312-743-3600) or <https://www.cityofchicago.org/city/en/depts/bldgs.html>

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3. For concrete work, a licensed mason contractor should obtain a building permit. Replacing windows, storefronts or a change in the number of doors and windows would require a building permit.

B. Barricade Permits

Construction that will impact the public way requires a permit issued by the Chicago Department of Transportation. *(Tuckpointing and cleaning of brick masonry normally do not require a permit, but if public safety is involved, a barricade permit should be secured.)*

For more information, visit:

http://www.cityofchicago.org/city/en/depts/cdot/supp_info/regulations_for_construction_inthepublicway.html

C. Awning / Sign Permits

Awnings, canopies and signs 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 St., 8th Floor, (312) 744-6060 (All Public Way Use permits require aldermanic approval). A permit for an awning that extends LESS than two feet over the public right-of-way can be issued by the Department of Buildings. For more information, visit:

http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

D. Sidewalk Café Permits

A permit is required to operate a sidewalk café during the sidewalk café season of March 1 to December 1. For more information, visit:

http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

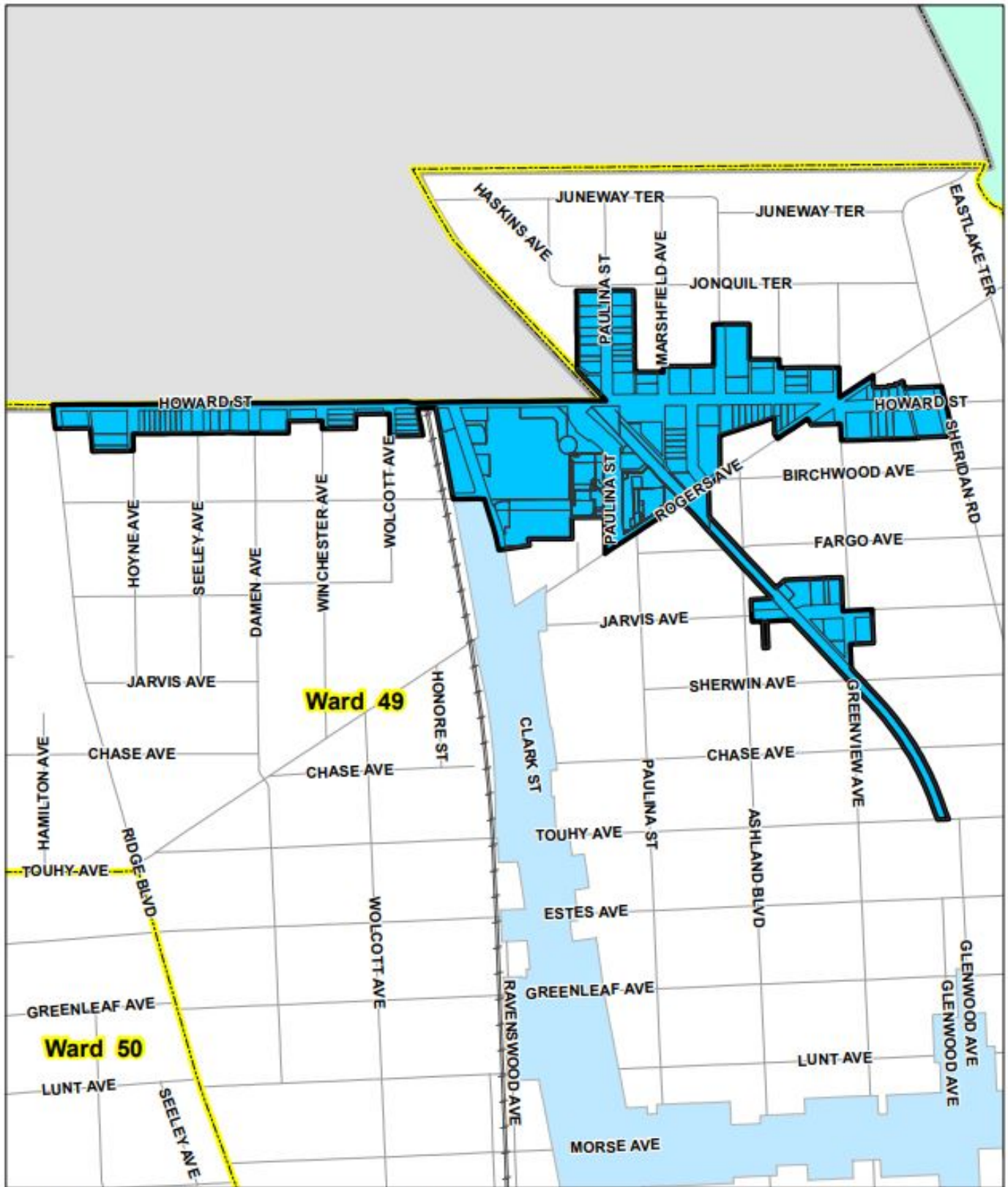
E. Electrical Permits

Electrical permits are secured by a licensed electrical contractor for light fixtures, neon signs and lighted window displays. Electric permits are issued by the Department of Buildings, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., 312-744-3400.

F. Americans with Disabilities Act (ADA) Compliance

Chicago's Human Rights Ordinance requires every business that serves the general public to provide full and equal enjoyment of its services, and to remove barriers in existing facilities, where such removal is readily achievable. For consultative services and technical assistance for business owners, architects and developers who are renovating or building a public accommodation facility contact, City of Chicago Mayor's Office for People with Disabilities (MOPD) at 121 N. LaSalle St., Room 1104, Chicago, IL 60602, 312.744.441 or visit, <https://www.cityofchicago.org/disabilities>.

For further information, contact Carolina Juarez at the
Rogers Park Business Alliance at 773-508-5885 / cjuarez@rpba.org.

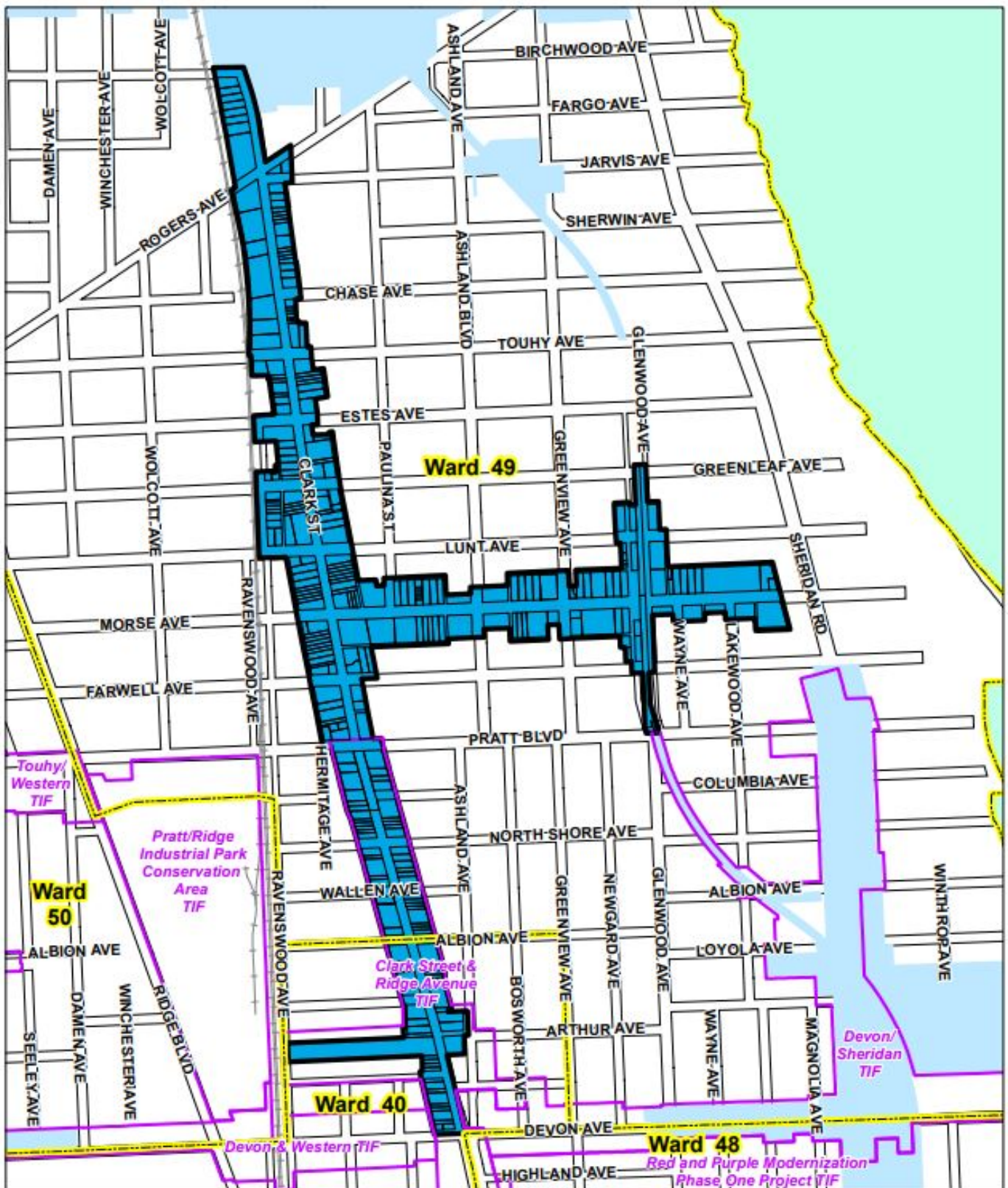


- Legend**
- Howard Street
 - Other SSA
 - TIF
 - Ward

**Howard Street
SSA #19**



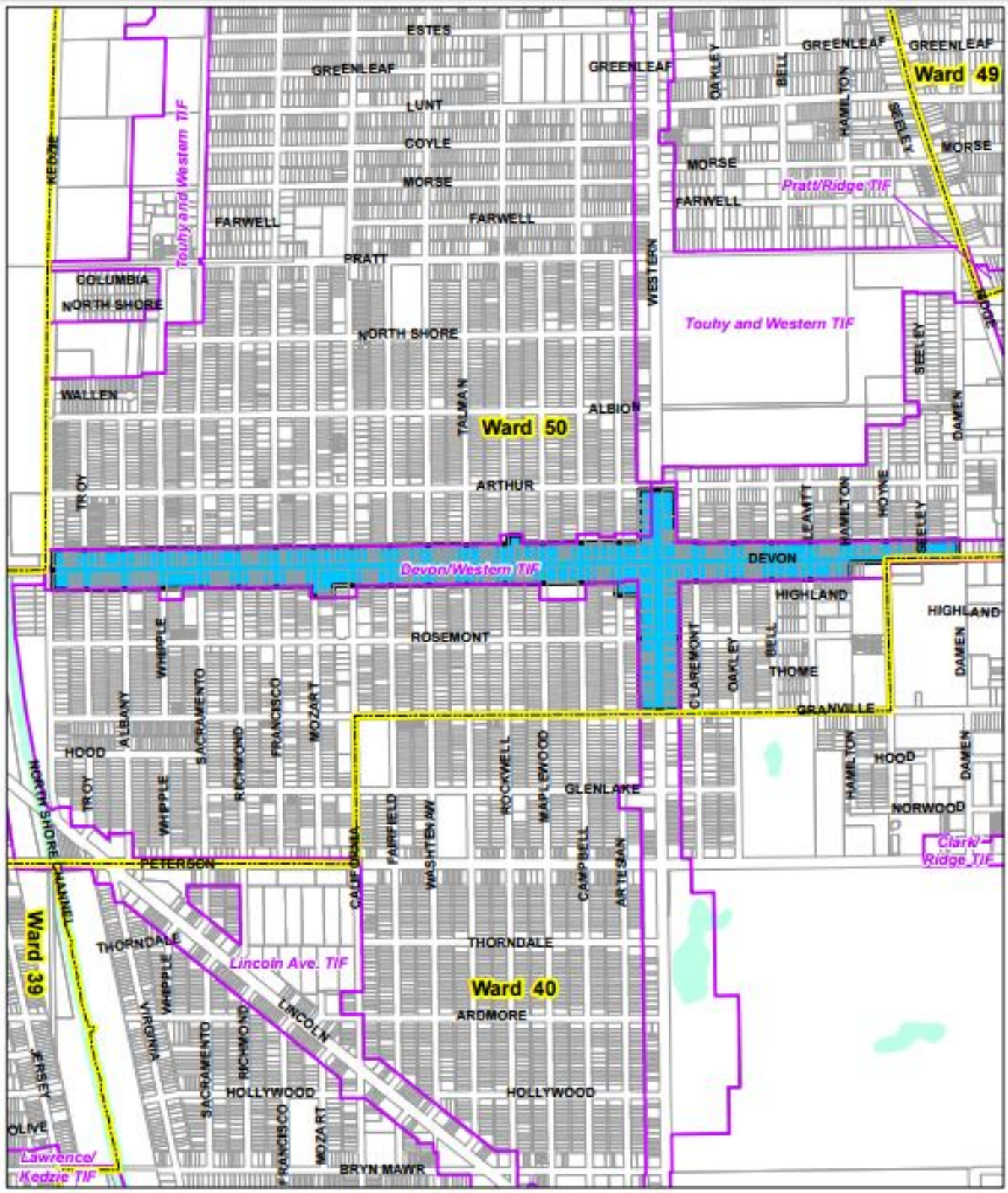
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- Legend**
- Clark St (Rogers Park)
 - Other SSA
 - TIF
 - Ward

Clark St (Rogers Park) SSA #24

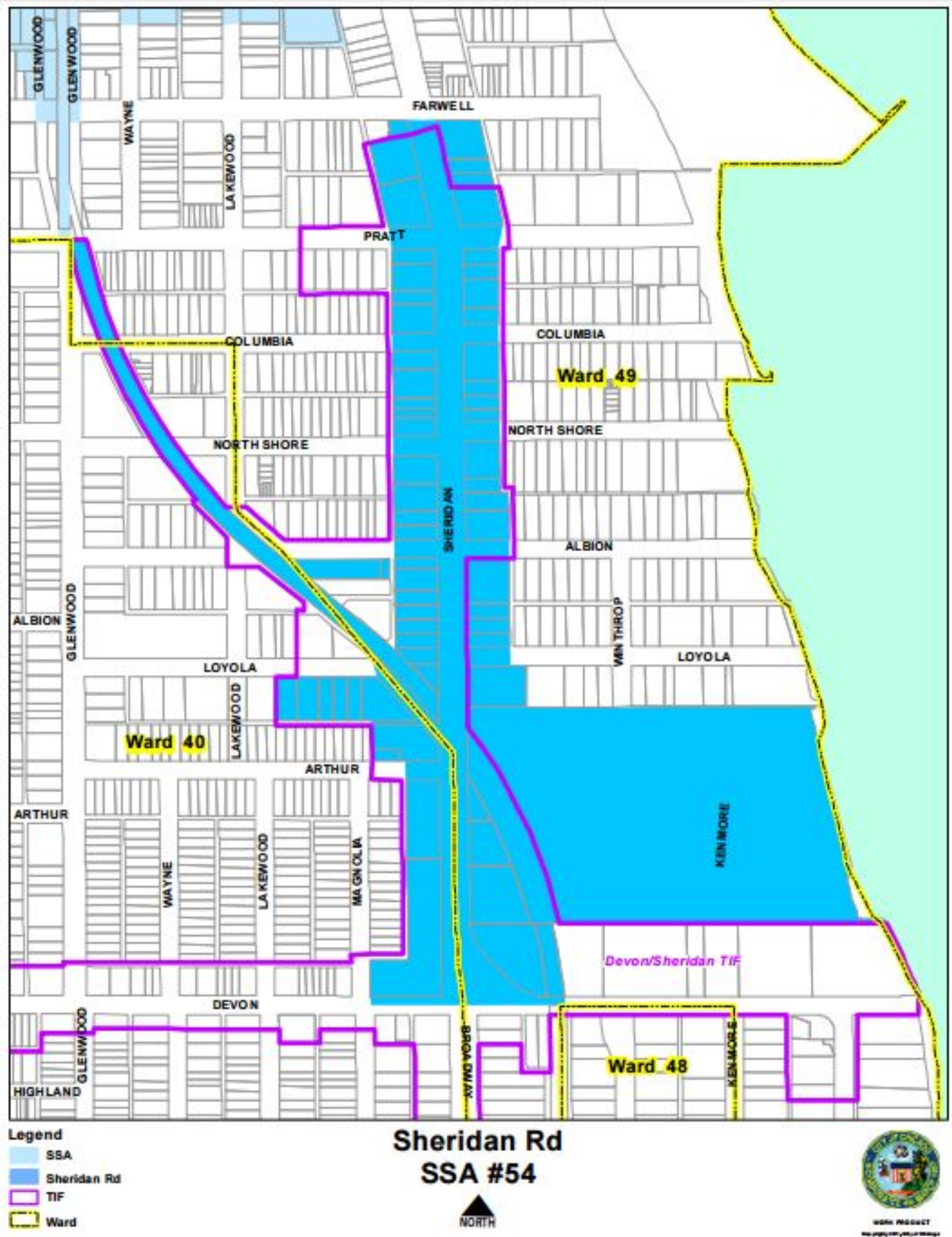




- Legend**
- SSA
 - Devon Ave
 - TIF
 - Ward

**Devon Ave
SSA #43**





Special Service Area Business Improvement Program Application

Please refer to Section III, Application Process, for application submission requirements.

Rogers Park Business Alliance
1448 W. Morse Ave.
Chicago, IL 60626
p: 773.508.5885

1. Address of Proposed Improvements: _____

2. Name of Business at Above Address: _____

3. Applicant Information:

Applicant's Name: _____

Home Address/City/State/ Zip: _____

Applicant's Telephone: _____ Work Telephone: _____

Applicant's Email: _____

4. Owner of Property if Other than Applicant:

Owner's Name: _____

Home Telephone: _____ Work Telephone: _____

Home Address/City/State/Zip: _____

5. For Applications Including Multiple Storefronts, Please List:

Business Name, Owner's Name, Type of Business Activity

6. Describe Proposed Improvement(s) to Building:

7. Have you, or your company, received a rebate through the SSA #19 / #24 / #43 / #54 BIP in the past? Yes _____ No _____

If Yes, Please list the properties below:

Address: _____ Grant Amount: _____ Date Reimbursed: _____

Address: _____ Grant Amount: _____ Date Reimbursed: _____

Address: _____ Grant Amount: _____ Date Reimbursed: _____

(Use additional sheets if necessary)

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8. The applicant (undersigned) assures that the above information is true, correct and agrees to comply with all City of Chicago, State of Illinois, Federal and Special Service Area BIP, and the specific recommendations of Rogers Park Business Alliance and SSA #19, #24, #43 and #54. The applicant also agrees that in the event of their breach of any condition or provision as described in the BIP, or whenever it is deemed to be in the best interest of the Rogers Park community, **Rogers Park Business Alliance has the right to terminate this agreement in thirty (30) days.** If the applicant is not the owner, written consent by the owner must be provided below. The applicant must submit detailed cost documentation, including cancelled checks, bills, copies of permits from the City of Chicago, and original contractor's final waivers of lien once the approved improvements have been copied. APPLICANT RELEASES AND AGREES TO DEFEND AND INDEMNIFY THE LOCAL SSA SERVICE PROVIDER (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE LOCAL SSA COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS BUSINESS IMPROVEMENT PROGRAM.

(Print Applicant Name)

(Applicant's Signature)

(Date)

If the applicant is not the owner of the building or property, the following must be completed:

I certify that I, the Trustee(s) and/or Owner of the Property located at:

_____(Street Number City State Zip),

give the above signed applicant authority to implement improvements at the property, as may be required under the Special Service Area BIP. As the above listed property trustee and/or owner, I further acknowledge that Rogers Park Business Alliance, SSA #19, #24, #43, #54 and its commissioners assume no liability in the event of any dispute between the owner/trustee and the tenant applicant concerning any external building improvement work undertaken by the tenant as a results of the tenant's participation in the BIP.

(Print Owner's Name or Trustee's and Capacity)

(Signature of Owner or Trustee)

(Date)

Application Checklist

Ensure all of the following items are completed and submitted with the application. Incomplete applications will not be accepted.

- Completed Application Form
 - Project Description
 - Photos of Existing Building
 - Project Plans
 - Cost Estimates, at least 2 contractors.
 - Supplemental Documents

List Documents: _____

- Owner's Written Consent (if applicable)
- Applicable City Permits

List Permits: _____

- Zoning Approval (If Applicable)