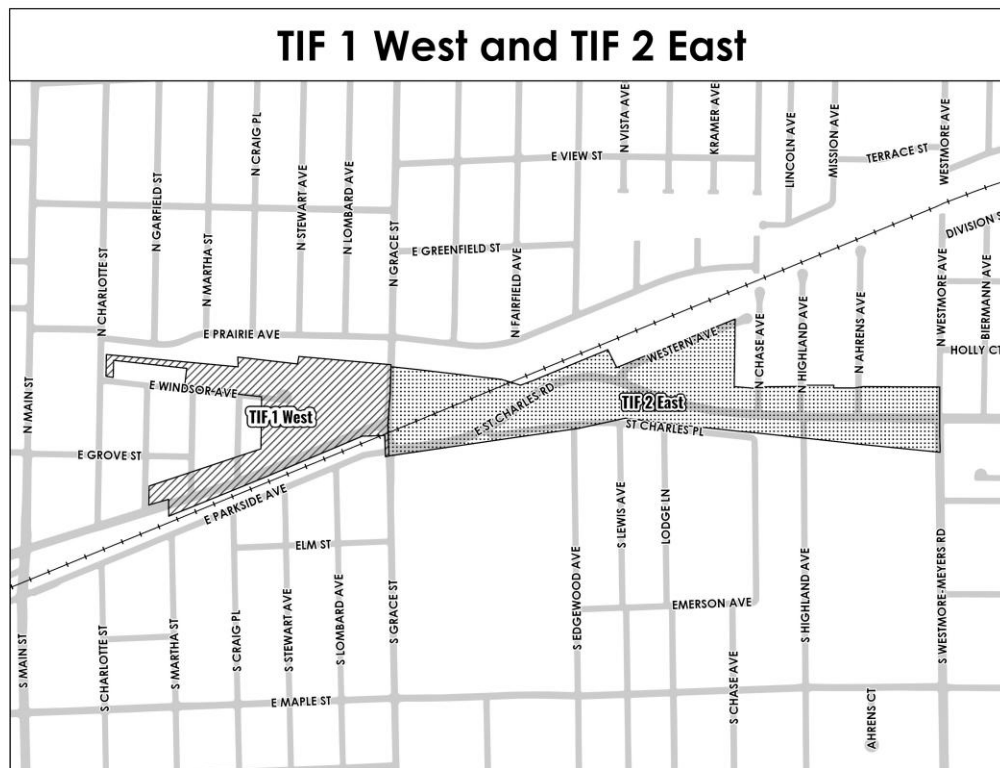


VILLAGE OF LOMBARD RELOCATION GRANT PROGRAM POLICY - 2024

Purpose

The purpose of the Relocation Program is to provide for retention of non-residential uses impacted by redevelopment agreements within the St. Charles Road Tax Increment Financing (TIF) 1- West and St. Charles Road TIF 2 - East Districts.



The Policy is intended to complement and support the Village's plans to maintain a quality TIF Districts. The redevelopment of particular parcels of land and the retention of commercial uses is crucial to maintaining an economically strong TIF District areas; a commercial area where the image, appearance and environment encourage the attraction of shoppers and business investment. The intention of this program is to provide financial resources to assist impacted business owners subject to potential relocation through a redevelopment project to re-establish their business within the Village and in an area which is appropriate to that use.

Eligibility

1. **Relocation.** Eligible costs may include: rent differential for a like or similar location (square footage, quality, location, visibility) for either six months or the balance of the lease whichever is greater, moving costs (truck rental or professional mover), initiation and hook up of new

utility services, set up costs of equipment, required new equipment by a governmental body, interior remodeling of new location, exterior signs, stationery and business cards, and other moving incidentals.

2. **Amount.** Once approved, applicants for the Relocation Program are eligible to receive grants as follows:

For businesses utilizing under 1,000 sq. ft., 100 percent reimbursement for eligible expenses of the first \$5,600. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$5,600 and \$11,200.

For businesses utilizing 1,000 sq. ft. or more, 100 percent reimbursement for eligible expenses of the first \$11,200. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$11,200 to \$16,800.

3. **Ownership.** Eligible applicants must be the owner of the commercial business located in a property in which a Village Redevelopment Agreement in the applicable TIF District has been executed. Notwithstanding the foregoing, no owner of a non-residential use located in a property in which a Village Redevelopment Agreement in an applicable TIF District has been executed shall be eligible for a Relocation Grant if that owner currently holds title to or is the holder of beneficial interest in a trust that holds title or is otherwise directly or indirectly interested in the ownership of the property that is subject of the Redevelopment Agreement, or was the titleholder or holder of a beneficial interest in a trust, that conveyed the property to its current titleholder.
4. **Fees.** Professional, engineering, architectural and permit fees may be included in the relocation costs.
5. **Conformance.** All improvements must conform to all Village Codes and to criteria developed for this Program.
6. **Disclosure.** Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the Renovation and Improvement Program, the Retail Business Grant Program or the Restaurant Forgivable Loan Program.

7. **Grant Amounts.** Grants under \$10,000 may be approved by the Economic and Community Development Committee. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

Procedural Requirements

An applicant must first meet with the Director of Community Development for advice and technical assistance. A checklist is to be followed when applying for the Relocation Program. The applicant will submit a pre-application accompanied by any remodeling, signage or facade plans,

including sample materials, color samples and detailed cost estimates of the eligible expenses. All plans must follow appropriate design guidelines and code requirements. Improvements made prior to the approval of the application and execution of the agreement may be deemed ineligible.

VILLAGE OF LOMBARD
DEPARTMENT OF COMMUNITY DEVELOPMENT
255 E. WILSON, LOMBARD, IL 60148
(630) 620-5700

RELOCATION GRANT PROGRAM

POSSIBLE SCENARIOS

UNDER 1,000 S.F.

Scenario #1

Eligible relocation expenses (ERE)
of \$5,600

Total Relocation Program Reimbursement
(RPR) of \$5,600

1,000 S.F. OR MORE

Eligible relocation expenses (ERE)
of \$11,200

Total Relocation Program Reimbursement
(RPR) of \$11,200

Scenario #2

Eligible relocation expenses (ERE)
of \$11,200

First \$5,600 of ERE - 100% (RPR)\$5,600
Second \$5,600 of ERE - 60% (RPR)\$3,360

Business owner Contribution \$2,000 \$2,240

Total relocation expenses \$11,200

Eligible relocation expenses (ERE) of
\$16,800

First \$11,200 of ERE - 100% (RPR) \$11,200
Next \$5,600 of ERE - 60% (RPR) \$3,360

Business owner contribution \$2,240

Total relocation expenses \$16,800

RELOCATION PROGRAM INSTRUCTIONS TO APPLICANTS

This preliminary instruction form is to assist eligible applicants in preparing the necessary submittal for the Relocation Grant Program.

After a preliminary meeting with representatives from the Community Development Department, eligibility for this program will be determined. The following steps need to be accomplished:

1. Presentation of the proposed relocation expenditures should be made to the Community Development Department representative.
2. Changes/improvements to the interior, facade or signage should be discussed in the preapplication meetings. Changes to the facade or signage will require review by the Community Development Department. Building permits may be required of certain types of improvements.
3. The owner and applicant shall submit the following documents to the Community Development Department:
 - a. Preapplication form.
 - b. Preliminary plans and preliminary cost estimates.
 - c. Color of materials and material samples, as applicable.
 - d. Details of signage and awning design, as applicable.
 - e. A copy of the lease agreement between the business and the redevelopment agreement must be submitted, as well as a lease for the new business location.
4. After review by the Community Development Department representative, the owner should proceed as follows:
 - a. Final plans and final cost estimates to be submitted to the Community Development Department.
 - b. Submittal of three estimates from contractors to perform the renovation work, as applicable. This provision may be waived by Community Development staff, the Economic & Community Development Committee (ECDC) or the Village Board, if warranted.
5. Owner/applicant shall submit final cost estimates and the names of the contractors or vendors they wish to employ.
6. If warranted, a final notice to proceed letter and draft agreement to be executed between the business owner and the Village shall be forwarded to the business owner by representatives of the Department of Community Development.

7. Each of the aforementioned materials shall then be prepared for formal review and consideration by the ECDC and the Village Board, if applicable.
8. After the grant is approved and any relevant and applicable building permits have been issued, as applicable, relocation expenses are then authorized and may commence.
9. The new business location will be inspected by the Community Development Department representative for conformance with the relocation plans submitted.
10. After sign-off by all departments, submittal of progress and payroll reports, and waiver of liens, the Community Development Department representative will process the necessary grant disbursement.
11. Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the Renovation and Improvement Program, the Retail Business Grant Program or the Restaurant Forgivable Loan Program.

12. Grants under \$10,000 may be approved by the ECDC. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

Additional information may be requested from:

Village of Lombard
Department of Community Development
255 E. Wilson
Lombard, IL 60148
(630) 620-5750

RELOCATION GRANT PROGRAM

Preapplication

I. Business Condemnation Address:_____

II. Current Titleholders of the Property:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

III. Preceding Titleholders of the Property:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

IV. If property is in a Trust, anyone having a Beneficial Interest:

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

V. Business Owner(s):

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

VI. Business Relocation Address:_____

VII. Plans/Drawings prepared by:_____

A. Name:_____

B. Address:_____

C. Phone: (Work)_____

VIII. Identify All Anticipated Relocation Expenses By Source and Cost.

- A. Rent differential: _____
- B. Moving costs: _____
- C. Initiation and hook up of new utilities: _____
- D. Set up costs of equipment: _____
- E. Interior remodeling: _____
- F. Signage: _____
- G. Stationary and business cards: _____
- H. Fees: _____
- I. Other incidentals (list): _____
- J. ESTIMATED TOTAL OF ALL RELOCATION EXPENSES: _____

IX. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Relocation Grant Program.
- B. The applicant further understands that the applicant must submit detailed cost documentation, copies of building permits and all contractor waivers of lien upon completion of work.

Signature(s) _____ (Date) _____

Signature(s) _____ (Date) _____

Application to be Returned to the Village of Lombard
Department of Community Development
255 E. Wilson
Lombard, IL 60148
(630) 620-5750