



# Village of East Dundee

## Residential Façade Improvement Program Policy and Application

Village of East Dundee  
120 Barrington Avenue  
East Dundee, IL 60118  
Office: (847) 426-2822  
Fax: (847) 426-2956

Adopted: December 5, 2016

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## **Program Purpose**

The purpose of the Residential Façade Improvement Program is to encourage property owners to improve the overall exterior appearance of their homes and assist in transforming the Village into one of well cared for and vibrant neighborhoods.

The Residential Façade Improvement Program seeks to accomplish the following goals:

- To improve the overall viability and property values of residential properties to strengthen the economy, EAV, and quality of life in the Village.
- To remove and alleviate adverse conditions by encouraging private investment in the rehabilitation and maintenance of owner-occupied properties.

## **Program Details and Conditions**

The Village of East Dundee will allocate funds from video gaming revenue on an annual basis. Please note, all proposed property improvements are subject to strict review by Village staff and the Village Board. Grant funding is subject to the following conditions:

- Grant funding shall be administered in the form of reimbursement following the completion of an approved project.
- The grant shall not exceed 50% of all eligible activities or \$5,000, whichever is less.
- The applicant does not have to select the lowest bidder, however, the reimbursement amount will be based upon the lowest of the 3 bids received.
- Properties within the Historic District must receive a Certificate of Appropriateness prior to applying for grant funding.
- Upon approval by the Village Board, applicants must secure a building permit within 60 days and adhere to all permit and inspection requirements.
- Work must be completed by March 31<sup>st</sup> of the year following approval to receive reimbursement.
- Participants must commit to residing within their home for 2 years following reimbursement. The Village will require repayment of 100% of the grant funds received if the property is demolished before this time period and 50% of the grant funds received if the property is sold before this time period.

## **Program Eligibility**

All property owners of single-family owner-occupied residential properties within the Village of East Dundee are eligible to apply for residential façade grant funding. However, the following property owners are not eligible:

- Property owners of multi-family units.
- Property owners of rental units.
- Property Owners of properties or structures which are nonconforming uses according to the Village's zoning code.
- Property owners in default of any municipal fees or taxes or property taxes.
- Property owners with outstanding building, zoning, property maintenance, or Village Code violations on any properties owned and/or occupied by them within the Village of East Dundee that would not otherwise be corrected by applying for Residential Façade Improvement Program funding.
- Property owners or properties who have received Residential Façade Improvement Program funding in the past 7 years.
- Property owners who are Village officials or employees of the Village of East Dundee.

## **Eligible Projects**

The following projects or expenses are eligible for program reimbursement:

- Restoration of brick using a non-abrasive paint removal material (e.g. corn cob or walnut shell pieces, etc.)
- Façade cleaning
- New siding and siding repair
- Front and wrap-around porches
- Front patios and walkways
- Decorative masonry walls
- Exterior cornices
- Exterior lighting
- Fences
- Painting
- Windows and doors
- Tuckpointing
- Pitched roofs
- Removal of inappropriate exterior finishes, materials, or features
- Other improvements not specifically listed as eligible or ineligible and approved by the Village Board

## Ineligible Projects

The following projects or expenses are not eligible for program reimbursement:

- Building permit fees and related costs
- Professional service fees including but not limited to design, engineering, architectural, and structural fees
- Replacement of driveways
- Replacement of sidewalks in the public right-of-way
- Flat roofs
- Landscaping
- Painting masonry that was not previously painted
- Sandblasting of brick
- Acquisition of land and/or buildings
- New construction
- Any work not visible from the public right-of-way
- Any work completed prior to receiving Residential Façade Improvement Program approval by the Village Board.

## Program Application Process

Property owners seeking Residential Façade Improvement Program grant funding shall apply as follows:

- Applications will be accepted by the Village beginning January 1<sup>st</sup> of each year and through March 31<sup>st</sup>. A complete application must be received by the Village prior to March 31<sup>st</sup> (*electronic copies will not be accepted*). Submit application to:

Doug Bergren, Economic Development Director  
Village of East Dundee  
120 Barrington Avenue  
East Dundee, Illinois 60118

- Application Checklist: The following items must be attached to your application. Applications will be considered incomplete until all of the items have been received.
  - Complete Residential Façade Improvement Program Application
  - Proof of ownership
  - Proof of property taxes paid
  - Historic District Certificate of Appropriateness (if applicable)
  - Photos of residential structure to be improved
  - Detailed description and sketch/rendering of the work to be performed (including building materials and color scheme)
  - Working architectural drawings, if requested by the Building Inspector
  - Copies of a minimum of a 3 qualified bids for each portion of the project in which funding is being requested
  - Schedule of work to be completed

## Program Review and Approval Process

Applications will be reviewed and approved according to the following process:

- The Village will evaluate each application for its extent/scope of work proposed and its potential to contribute to the program's purpose. Specifically, applications will be reviewed by Village staff according to the following criteria:
  - Value of the project being completed
  - Extent that the project will correct outstanding building, zoning, property maintenance or other Village Code violations
  - Previous compliance and/or correction of building, zoning, property maintenance or other Village Code violations by the property owner
- Following the review process, Village staff will recommend which applications should receive funding based upon the adopted budget.
- The recommendation by Village staff will be provided to the Village Board for their consideration and approval during the month of May. *The Village of East Dundee retains the right to approve an entire request, portions thereof, or to deny the request or portion thereof.*
- If approved, a letter of intent outlining the specific terms and conditions of the Residential Façade Improvement Program grant funding will be provided to the applicant.

## Program Reimbursement

Project reimbursement will occur upon completion of the project and final inspection by the Village. If costs exceed the original estimates, the property owner will be responsible for the full amount of the excess. The Village will not reimburse more than the total amount specified in the letter of intent. If any work commences before approval is granted, these costs will not be eligible for reimbursement. The following items must be submitted in order to process the reimbursement:

- Letter requesting reimbursement
- Final inspection(s) for permitted work
- Final Residential Façade Improvement Program inspection verifying the work has been completed according to the letter of intent
- Copies of all final invoices
- Signed and notarized waiver(s) of lien on the property
- Proof of payment (i.e. canceled check, credit card statement, receipt, etc.)

Upon submittal of the following reimbursement materials, reimbursement will be placed on the warrant list for approval of the payment by the Village Board. *Please note, this process can take up to 3 weeks.*

## **Program Penalties**

All applicants granted financial support are required to comply with all Village codes and ordinances. Failure to do so, as documented by citations issued by the Village of East Dundee, will subject that awardee to all applicable fines and penalties allowable under Village code including a reduction in Residential Façade Improvement Program grant funding in part or in full.

## **Questions**

Interested property owners are encouraged to contact the Village prior to submitting an application or for any questions about the program. Inquires can be directed to Doug Bergren, Economic Development Director, at (847) 426-2822 x6116 or [dbergren@eastdundee.net](mailto:dbergren@eastdundee.net).



# Village of East Dundee Residential Façade Improvement Program Application

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Historic District: Yes No (Circle One)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Budget: \_\_\_\_\_ Reimbursement Request: \_\_\_\_\_

Proposed Contractor(s): \_\_\_\_\_  
\_\_\_\_\_

Required Attachments (Check all attached documents):

- Complete Residential Façade Improvement Program Application
- Proof of ownership
- Proof of property taxes paid
- Historic District Certificate of Appropriateness (if applicable)
- Photos of residential structure to be improved
- Detailed description and sketch/rendering of the work to be performed (including building materials and color scheme)
- Working architectural drawings, if requested by the Building Inspector
- Copies of a minimum of a 3 qualified bids for each portion of the project in which funding is being requested
- Schedule of work to be completed

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**Village Official Use**

Date Received: \_\_\_\_\_ Application Complete: Yes No (Circle One)

Official Signature: \_\_\_\_\_