

## Elk Grove Village Retail Façade Improvement Program Overview

### Program Overview

The Elk Grove Village Retail Façade Improvement Program aims to support property owners and businesses in enhancing the exterior appearance of existing retail buildings in Elk Grove Village. By providing financial assistance, the Village seeks to foster a more attractive and welcoming retail environment, preserve property values, and improve the overall aesthetic appeal of the community.

### Funding Parameters

- **Reimbursement Structure:** Eligible projects may receive a reimbursement of 50% of the total project cost, with a maximum reimbursement of \$150,000 per property.
- **Application Process:** Grants will be awarded on a first-come, first-served basis, contingent upon available funding and Village approval.
- **Total Program Allocation:** \$500,000 in funds has been designated for this pilot program.

### Eligibility Criteria

To qualify for the Retail Façade Improvement Program, applicants must meet the following requirements:

1. **Building Status:** Only existing retail buildings are eligible. New construction and non-retail buildings (i.e. office or industrial buildings do not qualify).
2. **Tax Incentive Status:** Proposed improvements for this program must be separate and distinct from improvements being completed as part of any other tax incentive program through the Village.
3. **Project Scope:** The program exclusively funds exterior façade improvements on existing retail buildings. Façade improvements must be completed on the entire retail building—applications for improving a single unit or a portion of a strip shopping center will not be accepted.

### Eligible Improvements

Eligible façade improvements include, but are not limited to:

- Restoration or replacement of exterior architectural features
- Installation or repair of windows and doors
- Exterior painting on the facade
- Installation of awnings or canopies

- Enhancements to exterior building lighting fixtures

#### Ineligible Improvements

The following are examples of ineligible expenses:

- Interior renovations or improvements
- Roof repairs or replacements
- Parking lot resurfacing or repairs
- Fencing that is not integral to the façade design
- Routine maintenance or repairs
- Improvements not visible from the public right-of-way
- Landscaping
- Sidewalk replacements

#### **4. Design Approval**

Applicants are required to demonstrate a meaningful investment in the aesthetic improvement of their property. The Village has created [Façade Design Guidelines \(PDF\)](#), which include examples of the types of enhancements this program is seeking to support. This document includes before-and-after images of projects that illustrate the desired level of quality, effort, and transformation necessary to receive design approval.

The visuals in this document serve as a benchmark for the kinds of improvements that align with the goals of the grant program—namely, projects that significantly enhance the appearance, character, and long-term value of the building and the surrounding area. Applicants are strongly encouraged to review the Design Guidelines before submitting their application, as adherence to the intent and spirit of these guidelines will be a key factor in the Village’s review and approval process.

*Please see Exhibit C for Retail Guidelines.*

5. **Pre-Approval Requirement:** All projects must obtain written approval from the Village and formal approval from the Mayor and Village Board before any work begins. Projects initiated prior to receiving these approvals will be disqualified from reimbursement.
6. **Fees:** There is no application fee associated with the Program.

- If an applicant owes money to the Village, all accounts must be brought current before entering into a grant agreement. Additionally, the building occupant must have an approved Zoning Certificate and, if applicable, a business license. All outstanding property maintenance code violations must be resolved.

## **Application Process**

1. **Pre-Application Consultation:** Prospective applicants are required to consult with the Village's Business Development team to discuss project eligibility and requirements. Applications will not be reviewed until after the required consultation.
2. **Submission of Application:** Submit a completed Façade Improvement Program Reatil application, including detailed project plans, renderings, itemized cost estimates from licensed contractors, proof of current property tax payments, and photographs of the existing façade.
3. **Review:** The Village will review applications to ensure they meet program requirements. This will include a design review to ensure the project provides the desired level of quality, effort, and transformation as demonstrated in the Façade Design Guidelines. The Village will provide written comments to the applicant regarding revisions and/or additions to plans and application materials necessary to meet program requirements.
4. **Approval and Execution of Grant Agreement:** When an application is determined by Village staff to meet program guidelines, the applicant will be required to sign the grant agreement outlining the terms and conditions of the grant. The application and signed agreement will be presented to the Mayor and Board of Trustees at the next regularly scheduled Village Board Meeting for consideration. Review and approval by the Mayor & Board of Trustees will ensure that the project meets the program's intent.
5. **Project Implementation:** Upon written approval from the Village, applicants may commence work. All improvements must be completed within 365 days of approval from the Village.
6. **Reimbursement:** After the project is completed, applicants must submit the Reimbursement Request Form. Funds shall be disbursed upon completion of the Project and submission of paid invoices, proof of payment of the contract cost pursuant to the contractor's sworn statement, final lien waivers from all contractors and subcontractors, and verification by the Village that the improvements were made in accordance with the approved plans. Reimbursement will be based on final cost, not on

estimates alone, and is typically processed within 30 days of final inspection and approval.

**Additional Information**

For more details, application forms, or to schedule a consultation, please contact:

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