

Business District Economic Assistance Program: Process and Procedures for Seeking Economic Development Incentives

Illinois Route 159 / Boul Avenue Business District

The Village of Swansea offers several forms of Economic Development Incentives and assistance for businesses locating within specific areas of the community. This includes two Tax Increment Financing Districts and two Special Business Districts.

The following policies, criteria, and guidelines are applicable to businesses requesting assistance within the Illinois Route 159 / Boul Avenue Business District. (map attached) This 298-acre Special Business District was established in January 2006 under the document entitled, "Illinois Route 159/Boul Avenue Business District Plan". With a plan life of 23-years, the District was created with the intent that it would exist through January 22, 2029.

FUNDING SOURCE

Within this special business district, an additional tax at the rate of 1.00% has been imposed by the Village of Swansea on all sales subject to either the Retailers' Occupation Tax or the Service Occupations Tax. This additional sales tax revenue is paid by customers, collected by each applicable business, and forwarded to the State of Illinois, which in turn returns the proceeds to the Village after assessing an administrative fee. The Village maintains this tax revenue in a separate fund, and specifically uses those funds for expenditures authorized by state statute and the Business District Plan.

ELIGIBLE APPLICANTS

Applicants for Business District funding must be an individual or entity having a legal interest in the subject property. This includes, but is not limited to, the owner of record, beneficial owner of a trust, or an individual or entity holding either a fully executed contract to purchase the subject property, an option to purchase the property, or a long term lease to the property as a tenant.

If the Applicant does not own the property, but is a tenant of the property, then the Tenant Applicant must produce written permission of the property owner to apply for Business District assistance.

If the Applicant does not own the property but is a prospective purchaser of the property, then the Purchaser Applicant must submit either a fully executed contract to purchase the subject property or an option contract.

Ideally, Applicants for Business District assistance will be able to demonstrate a minimum of three (3) consecutive years of experience in owning and effectively operating a business within the ten (10) years prior to submitting an application.

Applicants eligible to apply for and request Economic Development Incentives under this Special Business District include:

1. Existing Swansea businesses that are proposing to expand, remodel, rebuild, or relocate within this Business District;

2. Existing business in another community seeking to expand or relocate into Swansea and into this Business District;
3. A newly formed business seeking to build within this Business District, or to open in an existing location within this Business District;
4. A developer seeking to build a commercial development within this Business District; and
5. Existing Swansea businesses already located within the Business District, but seeking to make façade improvements to the exterior of their building, to improve their signage, or to make site improvements within the budget established by the Board of Trustees for such expenditures.

Applications for assistance under #5 above follow the Simplified Application process.

Applications for assistance under #1 - #4 above follow the Comprehensive Application process.

Both applications for assistance can be secured at the Swansea Government Center, 1444 Boul Avenue, Swansea, IL, 62226, or by calling 618-234-0044.

ELIGIBLE PROJECT COSTS – PER THE BUSINESS DISTRICT PLAN

The Illinois Route 159 / Boul Avenue Business District Plan specifically outlines how Business District funds may be used - for "eligible development and redevelopment project costs" as defined below:

- Professional and Village management services related to the Business District program
- Building facade improvements
- Private developer assistance for individual projects where extraordinary project costs are required for:
 - Site preparation, including subsidence remediation (provided the need for such remediation can be clearly and technically demonstrated and that the financial return to the Business District and the Village justifies the investment of funds);
 - Building demolition
 - Land acquisition costs where Phase I Site Assessments reveal the need for environmental remediation;
 - Property acquisition where extraordinary rehabilitation or site improvement costs were incurred by the current owner and are now being passed on to a new purchaser/developer
- Utility Infrastructure relocations (i.e. sewer, water, electrical and gas facilities);
- Streetscape improvements including sidewalks, street trees, lighting, street furniture, banners, and public parking; and
- Other costs as permitted under the Act

ELIGIBLE PROJECT COSTS – PER THE ACT

In the time elapsed since the Illinois Route 159 / Boul Avenue Business District Plan was enacted by the Village of Swansea, the Business District Development and Redevelopment Act has been amended by the State of Illinois. And since the Village's Business District Plan authorizes "Other costs as permitted under the Act", the redefined "Business district project costs" in the Act are subsequently permitted costs in this Business District.

As such, "Business district project costs" includes the sum total of all costs incurred by a municipality, another governmental entity, or a nongovernmental person in connection with a business district, in the furtherance of a business district plan, including, without limitation, the following:

- Costs of studies, surveys, development of plans and specifications, implementation and administration of a business district plan, and personnel and professional service costs including architectural, engineering, legal, marketing, financial, planning, or other professional services, provided that no charges for professional services may be based on a percentage of tax revenues received by the municipality;
- Property assembly costs, including but not limited to, acquisition of land and other real or personal property or rights or interests therein, and specifically including payments to developers or other nongovernmental persons as reimbursement for property assembly costs incurred by that developer or other nongovernmental person;
- Site preparation costs, including but not limited to clearance, demolition or removal of any existing buildings, structures, fixtures, utilities, and improvements and clearing and grading of land;
- Costs of installation, repair, construction, reconstruction, extension, or relocation of public streets, public utilities, and other public site improvements within or without the business district which are essential to the preparation of the business district for use in accordance with the business district plan, and specifically including payments to developers or other nongovernmental persons as reimbursement for site preparation costs incurred by the developer or nongovernmental person;
- Costs of renovation, rehabilitation, reconstruction, relocation, repair, or remodeling of any existing buildings, improvements, and fixtures within the business district, and specifically including payments to developers or other nongovernmental persons as reimbursement for costs incurred by those developers or nongovernmental persons;
- Costs of installation or construction within the business district of buildings, structures, works, streets, improvements, equipment, utilities, or fixtures, and specifically including payments to developers or other nongovernmental persons as reimbursements for such costs incurred by such developer or nongovernmental person;
- Financing costs, including but not limited to all necessary and incidental expenses related to the issuance of obligations, payment of any interest on any obligations issued under this Law that accrues during the estimated period of construction of any development or redevelopment project for which those obligations are issued and for not exceeding 36 months thereafter, and any reasonable reserves related to the issuance of those obligations; and
- Relocation costs to the extent that a municipality determines that relocation costs shall be paid or is required to make payment of relocation costs by federal or State law.

In essence, the Illinois Route 159 / Boul Avenue Business District has been created under the provisions of Division 74.3 (Business District & Development & Redevelopment) of Article II (Public Health, Safety & Welfare) of the Illinois Municipal Code, 65 ILCS 5/11-74.3-1 et seq. as supplemented and amended by the "Act" - the Business District Act. As such, the Village is bound by any limitations and provisions contained in the statute.

AREA OF FOCUS

The Illinois Route 159 / Boul Avenue Business District, as depicted on the map included on page 15 of this document, establishes the geographic area of focus for development and redevelopment activities within the District. The Village's overall goal is to promote the development of, and investment in, business, industry, and applicable housing within the District, and to increase the marketability of properties within the District, thereby using the District as a tool to help increase long-term revenue to the Village through property and sales taxes. The incentives offered through the District therefore are intended to act as a short-term catalyst towards development, redevelopment and revitalization, helping to stabilize properties within this geographic area and perpetuating a cycle of reinvestment and economic growth.

REQUESTING ASSISTANCE

The Village individually considers each project and application / proposal for assistance upon its own merits. The amount of assistance offered will therefore naturally vary from project to project. It is incumbent upon the Applicant to:

1. Thoroughly review the list of eligible project costs;
2. Identify those components of the Applicant's project that would be eligible for funding assistance under the Business District Economic Assistance Program;
3. Accurately project and estimate the costs of such components;
4. Request a level of economic assistance justified by the eligible project costs; and
5. Identify if the assistance requested falls within the Simplified or Comprehensive Application process.
6. Identify if the assistance is requested in the form of a Grant or Loan.

Business District Grants are paid on a reimbursement basis, after the work has been completed and paid for by the Applicant. In some cases, the Village may agree to pay a vendor or contractor directly for work, products, or services as each is completed or delivered.

Business District Loans are below market rate loans made by the Village to the Applicant, and provided for specific up-front costs of development. Unlike a grant, the loan principal must be repaid to the Village with interest over the specific amortization period.

SPECIAL PROJECT CATEGORIES

The Village of Swansea may also consider Economic Development assistance to specific businesses in special circumstances; if providing such assistance would help that business remain operational and generating tax revenue to the Village. In all cases, assistance is limited to those costs eligible under State Statutes. Special project categories include:

EMERGENCY REPAIRS: Applies to any tax generating business within the District whose building is experiencing damage or defect, that could potentially result in the structure becoming uninhabitable - for example from mine subsidence or storm damage - resulting in damage such as a collapsing roof or exterior wall, severe foundation settling, or crumbling/falling exterior masonry . Upon application, the Village's Building and Zoning Director will determine if the reported defects must be evaluated by a licensed Structural Engineer. If so, the Applicant must secure such an evaluation and any repairs must be designed by a licensed Structural Engineer.

ACCESIBILITY, LIFE SAFETY, CODE COMPLIANCE ISSUES: Applies to repairs and remodeling that would bring the building of an existing tax generating business into compliance with building codes, accessibility codes, or resolve life safety issues. Examples might include a new or upgraded electrical service, the installation of accessible restrooms or entrances, or the installation of a secondary means of egress.

ADDITIONAL REQUIREMENTS & RESTRICTIONS

Additional requirements and restrictions related to economic development assistance though the Business District include:

- Any proposed business or project must be consistent with the Comprehensive Plan of the Village of Swansea.
- The use of the property must be in compliance with the Village's Zoning Code, therefore no Business District incentive is allowed for any property or business currently operating as a "nonconforming use".
- The building and property must be in compliance with all applicable building, life safety, zoning, and maintenance codes upon project completion.
- At the time of application, all taxes, fees, and any other debt owed to the Village by the Applicant or building owner must be paid and up-to-date.
- The Applicant and project must have and be able to demonstrate adequate bank or other financing for that portion of the project not covered by Business District funding.
- All Applicants for Business District assistance under the Comprehensive Application Process must complete a consent form (page 14 of this document), which authorizes the Village of Swansea to conduct various investigations into the creditworthiness of the Applicant.
- Ideally, any proposed business or project will diversify, supplement and compliment the products and services mix already offered within the Business District and Village.
- The Village of Swansea reserves the right to require an appraisal of any property that is the subject of an Illinois Route 159/Boul Avenue application, which appraisal shall be provided at the applicant's expense.
- The Village of Swansea reserves the right to restrict multiple requests for economic development assistance on the same property or for the same business.
- No application will be considered until all required documentation and other information has been submitted by the Applicant pursuant to these guidelines.

SIMPLIFIED APPLICATION PROCESS

All applications under the simplified application process for economic development assistance through the Business District will follow the process and steps outlined below:

1. Business Owner / Developer prepares and submits to the Village, to the attention of the Building and Zoning Director, an application and proposal seeking specific economic development incentives.
 - a. Attachments not to exceed 11" x 17" in size, including site plans, elevations, floor plans, drawings, and specifications, should be included as each is applicable and available.
2. The Building and Zoning Director will review the application to ensure that it is complete and responsive to the information requested.
 - a. The Building and Zoning Director may request additional information if it is determined that the information initially submitted is inadequate or insufficient for review and consideration.
3. Upon receipt of a complete application / proposal, the Building and Zoning Director will contact members of the Village of Swansea Business District Development and Redevelopment Commission to set a meeting for consideration of the application / proposal.
 - a. This meeting should be scheduled at a time convenient to both the Commission members and the Applicant, but as a public meeting open to the public, must also be scheduled in compliance with the Open Meetings Act, and in compliance with notice requirements.
 - b. If at all possible, to maintain a streamlined process, this meeting should be held within two weeks of receiving a modified application, or of the Applicant's decision not to modify the original application / proposal.
 - c. In setting the meeting, the Building and Zoning Director provides the Commission members with the Agenda, a copy of the application / proposal, and any backup documentation, along with any specific recommendations for changes to the application, requested incentive, or project approach.
 - d. The Building and Zoning Director will provide the Mayor and Village Administrator with the same packet at the same time.
4. The Commission then meets and the Applicant presents the proposed project and answers any questions posed by the Commission members. Assuming all questions are answered and any issues are addressed in this single meeting, the Commission members issue a written statement outlining first their Findings of Fact, and in a separate section of that same document, state their recommendation for action by the Board of Trustees – either approval of the proposal, denial, or approval after modification, as specified. The Building and Zoning Director assists in the preparation of this document.
5. If the Commission members recommend approval of the proposal, or approval after modification, the Building and Zoning Director with assistance from the Village Administrator will prepare a draft Development Agreement for consideration by the Board of Trustees.

6. At the next regularly scheduled meeting of the Board of Trustees, the Board members will review and consider the findings of fact of the Commission, as well as their recommendation and any draft Development Agreement.
 - a. The Board of Trustees makes a motion to accept the findings of fact and place them on file. This 'acceptance' does not constitute project approval, but simply enters the findings of fact into the official record.
 - b. The Board of Trustees makes a motion in relation to the Commission's recommendation for action by the Board of Trustees – either to approve the application / proposal, deny it, or require specific modifications prior to approval. In that same motion the Board of Trustees will specify the dollar amount of the incentive to be offered to the Applicant.
 - c. If recommending approval, or approval after modification, the Board of Trustees also considers the draft Development Agreement and notes either approval, or approval after modification.
7. The Development Agreement is thereafter finalized with any modifications made by the Board of Trustees, and provided to the Applicant for signature and acceptance.
8. When the Applicant has signed the final Development Agreement, it will be presented on the agenda of the next regularly scheduled meeting of the Board of Trustees with a cover Resolution for consideration.
 - a. The Village Board will consider the proposed Development Agreement and if the Board desires to enter into the Agreement with the Applicant will pass the Resolution and authorize and direct the Mayor and Clerk to sign both the Resolution, and the Agreement, thereby entering into that Agreement on behalf of the Village.
 - b. The Board may also decide not to pass the Resolution, in which case the Agreement and the application for an economic development incentive are deemed to have been denied as presented.
 - c. Until the Village Board approves a Development Agreement via Resolution and both parties have executed said Agreement, the Applicant shall not commence construction or incur any costs for which the Applicant hopes to be reimbursed under the requested incentive.
9. Once the Agreement has been fully executed by both parties, if the agreed upon incentive is in the form of a grant, the Applicant may proceed with the work authorized under the Agreement, and request reimbursement for covered expenditures by documenting and submitting same.
 - a. The Village may visit the project site to ensure the work for which reimbursement has been requested, has in fact been completed.
10. If the agreed upon incentive is in the form of a loan from the Village, the Village will issue a check for the full amount of the loan principal to the Applicant and the Applicant may thereafter proceed with the work authorized under the Agreement. The Applicant shall pay the Village principal and interest on the amount loaned in accordance with the payment terms of the Development Agreement.
11. The Village Board reserves the right to reject any Business Assistance Program application with, or without, cause.

12. The Village Board reserves the right to waive the processes set forth herein, upon good cause shown by the applicant.
13. Any time frames stated herein, except where required by statute, are advisory and not mandatory. While it is the Village's intent to process every application to final decision as quickly as possible, a number of factors may occur that would require more time than stated.

COMPREHENSIVE APPLICATION PROCESS

All applications under the comprehensive application process for economic development assistance through the Business District will follow the process and steps outlined below:

1. Business Owner / Developer prepares and submits to the Village, to the attention of the Building and Zoning Director, an application and proposal seeking specific economic development incentives.
 - a. Attachments not to exceed 11" x 17" in size, including site plans, elevations, floor plans, drawings, and specifications, should be included as each is applicable and available.
2. The Building and Zoning Director will review the application to ensure that it is complete and responsive to the information requested.
 - a. The Building and Zoning Director may request additional information if it is determined that the information initially submitted is inadequate or insufficient for review and consideration.
3. Upon receipt of a complete application / proposal, the Building and Zoning Director will contact members of the Village of Swansea Business District Development and Redevelopment Commission to set a meeting for consideration of the application / proposal.
 - a. This meeting should be scheduled at a time convenient to both the Commission members and the Applicant, but as a public meeting open to the public, must also be scheduled in compliance with the Open Meetings Act, and in compliance with notice requirements.
 - b. If at all possible, to maintain a streamlined process, this meeting should be held within two weeks of receiving a modified application, or of the Applicant's decision not to modify the original application / proposal.
 - c. In setting the meeting, the Building and Zoning Director provides the Commission members with the Agenda, a copy of the application / proposal, and any backup documentation, along with any specific recommendations for changes to the application, requested incentive, or project approach.
 - d. The Building and Zoning Director will provide the Mayor and Village Administrator with the same packet at the same time.
4. The Commission then meets and the Applicant presents the proposed project and answers any questions posed by the Commission members. Assuming all questions are answered and any issues are addressed in this single meeting, the Commission members issue a written statement outlining first their Findings of Fact, and in a separate section of that same document, state their recommendation for action by the Board of Trustees – either approval of the proposal, denial, or approval after

modification, as specified. The Building and Zoning Director assists in the preparation of this document.

5. At the next regularly scheduled meeting of the Board of Trustees, the Board members will review and consider the findings of fact of the Commission, as well as their recommendation.
 - a. The Board of Trustees makes a motion to accept the findings of fact and place them on file. This 'acceptance' does not constitute project approval, but simply enters the findings of fact into the official record.
 - b. The Board of Trustees makes a motion in relation to the Commission's recommendation for action by the Board of Trustees – either to approve the application / proposal, deny it, or require specific modifications prior to approval. In that same motion the Board of Trustees will specify the incentive to be offered to the Applicant.
6. If recommending approval, or approval after modification, the Board of Trustees also directs the Village Administrator to negotiate with the Applicant and prepare a formal Development Agreement, identifying specific terms and conditions for the incentive. The Village Attorney may provide input and direction into that process.
7. Once a draft Development Agreement has been negotiated, it will be presented on the agenda of the next regularly scheduled meeting of the Board of Trustees with a cover Resolution for consideration.
 - a. The Village Board will consider the proposed Development Agreement and if the Board desires to enter into the Agreement with the Applicant will pass the Resolution and authorize and direct the Mayor and Clerk to sign both the Resolution, and the Agreement, thereby entering into that Agreement on behalf of the Village.
 - b. Or the Board may refer the Agreement back to the Village Administrator with direction to renegotiate specific terms and conditions with the Applicant.
 - c. The Board may also decide not to pass the Resolution, in which case the Agreement and the application for an economic development incentive are deemed to have been denied as presented.
 - d. Until the Village Board approves a Development Agreement via Resolution and both parties have executed said Agreement, the Applicant shall not commence construction or incur any costs for which the Applicant hopes to be reimbursed under the requested incentive.
8. Once the Agreement has been fully executed by both parties, if the agreed upon incentive is in the form of a grant, the Applicant may proceed with the work authorized under the Agreement, and request reimbursement for covered expenditures by documenting and submitting same.
 - a. The Village may visit the project site to ensure the work for which reimbursement has been requested, has in fact been completed.
9. If the agreed upon incentive is in the form of a loan from the Village, the Village will issue a check for the full amount of the loan principal to the Applicant and the Applicant may thereafter proceed with the work authorized under the Agreement. The Applicant shall pay the Village principal and interest on the amount loaned in accordance with the payment terms of the Development Agreement.

10. The Village Board reserves the right to reject any Business Assistance Program application with, or without, cause.
11. The Village Board reserves the right to waive the processes set forth herein, upon good cause shown by the Applicant.
12. Any time frames stated herein, except where required by statute, are advisory and not mandatory. While it is the Village's intent to process every application to final decision as quickly as possible, a number of factors may occur that would require more time than stated.

EVALUATION CRITERIA

Applications are first reviewed at the staff level to ensure that they are complete and adhere to the guidelines within this document for Business District assistance. That staff review, and the subsequent review of the Initial Review Panel, may include, but not necessarily be limited to, the following, depending upon whether the request for assistance is under the Simplified or Comprehensive application process:

1. **Eligibility of Applicant:** Verify that the Applicant is eligible for Business District assistance.
2. **Eligibility of Project Costs:** Verify that the project components and costs proposed for economic development assistance are eligible under the Business District Plan or the Act.
3. **Compliance with Additional Requirements / Restrictions:** Verify that the project will be in compliance with the Comprehensive Plan, Zoning, and other criteria detailed above.
4. **Documented Need For Assistance:** Evaluate the Applicant's documentation that Business District funding is essential to the project, and that Business District incentives would "trigger" this project, which might not otherwise occur in the absence of that funding.
5. **Other Financial Resources of Applicant** – Evaluate the Applicant's documentation of other financing to be used for the project, including individual and/or corporate financial information, in terms of the Applicant's ability to not only initiate the project, but sustain operations long-term. The Village may, and reserves the right to, secure outside evaluation of relevant information to evaluate the financial soundness of a project and/or Applicant.
6. **Return on Investment** – Evaluate the potential return on the Village's investment in the project, considering the realistic annual revenue the project is expected to generate in sales or property taxes, related to the cost of the economic development incentive.
7. **Job Creation** – Evaluate the potential for any redevelopment project to create new jobs within the Village. Projects that involve a new business or the relocation, expansion, or rehabilitation of an existing business within the District are required to create, at a minimum, at least one (1) new job to be eligible for funding, provided that the Village retains the right to waive this requirement if special circumstances warrant doing so.
8. **Dilapidated Buildings** - Evaluate the Applicant's documentation that the condition of any dilapidated building, or any applicable part thereof, would not be fully rehabilitated but for the Business District assistance requested.
9. **Safety/Maintenance** – Evaluate the degree to which the Applicant has voluntarily proposed to abate or eliminate any health and/or safety hazards on property proposed for redevelopment, particularly if the property or any building on the property has been the subject of fines, penalties and other actions by the Village related to health and safety code violations, or situations constituting a nuisance. In addition, evaluate the degree to which any newly proposed project might present a health or safety threat to the general public.

VILLAGE OF SWANSEA, ILLINOIS

Simplified Application: Business District Economic Development Assistance Program - Illinois Route 159 / Boul Avenue Business District

For existing Swansea business already located within the Business District, but seeking to make façade improvements to the exterior of their building, or to improve their signage, or to make site improvements within the budget established by the Board of Trustees for such expenditures.

(PLEASE PRINT LEGIBLY)

APPLICANT INFORMATION

Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Mobile Number: _____ Email: _____

BUSINESS INFORMATION

Legal Name of Business: _____

Doing Business As (if applicable): _____

Name(s) of Business Owner(s) (20% or greater ownership): _____

Type of Ownership: C Corp S Corp LLC Partnership Sole Proprietorship Other

Date of incorporation or startup: _____

FED Tax ID #: _____ IL IBT #: _____

Describe the Business' Products / Services: _____

Has this business or the principal(s) or owner(s) ever declared bankruptcy? Yes No

Is the business or the principal(s) or owner(s) a defendant in any lawsuit or pending lawsuit? Yes No

Business Address in the District: _____

Phone Number: _____ Fax Number: _____

Website URL: _____ Email: _____

Name(s) of Property Owner(s) [if different from business owner(s)]: _____

Does the Property Owner have a financial interest in the proposed project? Yes No

If yes, what is the percentage level of participation? _____%

PROJECT INFORMATION

Type of project: Façade Signage Site improvements

Proposed Project Start Date: _____ Proposed Completion Date: _____

Total Amount of Funds Requested: \$ _____

Funds by Type: \$ _____ Business District Grant \$ _____ Business District Loan

Indicate any zoning actions required for the project to proceed:

None Rezoning Zoning Text Amendment Variance Special Use Permit

NARRATIVE DESCRIPTION

Attach a narrative description of the proposed project. Be as specific as possible in describing:

1. The proposed development/redevelopment activities, including scope of work, details on type of construction, and specific components, identifying which are eligible for assistance under the Business District Plan / Act and for which you are requesting funding assistance, and clearly itemizing your request for funding by each eligible component;
2. The balance of the project cost and how it will be funded, including details on any financing to be used;
3. In detail, why Business District Economic Development Assistance monies are necessary for the project;
4. Any and all economic development assistance previously provided by the Village to the property, and/or to the business;
5. That at the time of application, all taxes, fees, and any other debt owed to the Village by the Applicant or building owner are paid in full and up-to-date;

Attach to the Application the following information helpful to the review of your request:

- Proposed plans, drawings, elevations, component details, or site plan, as applicable;
- At least three (3) written quotes or bids for the project scope;

ACKNOWLEDGEMENTS, CERTIFICATIONS AND SIGNATURE

By my signature below, I hereby:

1. Acknowledge that, to obtain benefits under the Village of Swansea Business District Economic Development Assistance Program, any and all permits required to be obtained through the Village must be obtained prior to disbursement of any funding under the Program;
2. Acknowledge that this application will not be reviewed for approval until completed in full with all required attachments and signed by me as the Applicant, and that the application does not guarantee that this funding request will be approved;

3. Certify that if this application is made on the behalf of a corporation, partnership, or some other entity in which others have a vested interest, I have, or have been given, full authority to submit this application on behalf of the applicable entity;
4. Certify I have read and understand the content of the "Business District Economic Assistance Program: Policies and Criteria for Economic Development Incentives" for the Illinois Route 159 / Boul Avenue Business District; and
5. Certify that I have read and understand the content of this application and to the best of my knowledge and belief, all information contained in said application is true, complete, and correct, and I agree to notify the Village of any material changes that may occur after its submittal.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

SUBMIT TO:

Dan Thomas, Building and Zoning Director
Village of Swansea Government Center, 1444 Boul Avenue, Swansea, IL 62226
Direct any questions via telephone to (618) 234-0044 or via email to dthomas@swanseail.org

LEGAL DISCLAIMER

Completion of this application does not entitle the Applicant to any financial assistance under the Business District Economic Assistance Program. Any such assistance must be approved by the Village of Swansea Board of Trustees in the form of a Development or Redevelopment Agreement entered into by both parties.

VILLAGE OF SWANSEA, ILLINOIS

Comprehensive Application: Business District Economic Development Assistance Program - Illinois Route 159 / Boul Avenue Business District

(PLEASE PRINT LEGIBLY)

What is the nature of the project being proposed? (choose the most appropriate option)

- Existing Swansea business proposing to expand within this Business District
- Existing Swansea business proposing to remodel within this Business District
- Existing Swansea business proposing to rebuild within this Business District
- Existing Swansea business proposing to relocate to this Business District
- Existing business in another community seeking to expand or relocate into Swansea and into this Business District;
- A newly formed business seeking to build within this Business District;
- A newly formed business seeking to open in an existing building within this Business District;
- A developer seeking to build a commercial development within this Business District; and

APPLICANT INFORMATION

Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Mobile Number: _____ Email: _____

BUSINESS INFORMATION

Legal Name of Business: _____

Doing Business As (if applicable): _____

Name(s) of Business Owner(s) (20% or greater ownership): _____

Type of Ownership: C Corp S Corp LLC Partnership Sole Proprietorship Other

Date of incorporation or startup: _____

FED Tax ID #: _____ IL IBT #: _____

Describe the Business' Products / Services: _____

Has this business or the principal(s) or owner(s) ever declared bankruptcy? Yes No

Is the business or the principal(s) or owner(s) a defendant in any lawsuit or pending lawsuit? Yes No

Current Business Address: _____

City _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Website URL: _____ Email: _____

Proposed Business Address in Business District: _____

Name(s) of Property Owner(s) [if different from business owner(s)]:

Does the Property Owner have a financial interest in the proposed project? Yes No

If yes, what is the percentage level of participation? _____%

PROJECT INFORMATION

Type of project: Commercial (Retail) Commercial (Service) Residential Industrial

For the property being proposed for development / redevelopment within the Business District:

What is the existing Permanent Parcel Number? _____

What is the most recent Total Market Equalized Assessed Value: \$ _____

What will that Total Market EAV be once the project is completed: \$ _____

What are projected annual sales subject to sales / service tax: \$ _____

Proposed Project Start Date: _____ **Proposed Completion Date:** _____

Indicate any zoning actions required for the project to proceed:

None Rezoning Zoning Text Amendment Variance Special Use Permit

Will any public infrastructure improvements be required for this project to proceed? YES NO

If Yes, describe in detail the improvements required:

Total Amount of Funds Requested: \$ _____

Funds by Type: \$ _____ Business District Grant \$ _____ Business District Loan

NARRATIVE DESCRIPTION

Attach a narrative description of the proposed project. Be as specific as possible in describing:

6. The type of business proposed to be conducted at the site;
7. How the proposed business / project will diversify, supplement and compliment the products and services mix already offered within the Business District and Village.
8. The current condition of the site including size and condition of any existing structures, environmental conditions, and current or past uses of the site;
9. The proposed development/redevelopment activities, including scope of work, details on type of construction, etc.;
10. The project in detail, its specific components, and provide a detailed estimate of project costs;
11. The above project components and related costs which are eligible for assistance under the Business District Plan / Act, and for which you are requesting funding assistance, clearly identifying and itemizing your request for funding by each eligible component;
12. The balance of the project cost and how it will be funded, including details on any financing to be used;
13. In detail, why Business District Economic Development Assistance monies are necessary for the project;
14. Any and all economic development assistance previously provided by the Village to the property, and/or to the business;
15. That at the time of application, all taxes, fees, and any other debt owed to the Village by the Applicant or building owner are paid in full and up-to-date;
16. How the project is consistent with the goals and objectives identified in the Business District Plan.
17. Compliance with the Village's Comprehensive Plan.
18. Compliance with the Village's Zoning Code.
19. Compliance with the Village's Building, Life Safety and Maintenance Codes.
20. The Village's potential return on investment, comparing the realistic annual revenue the project is expected to generate in sales or property taxes, related to the cost of the requested or offered economic development assistance;
21. The degree to which you voluntarily propose to abate or eliminate any health and/or safety hazards on existing property proposed for redevelopment, particularly if the property or any building on the property has been the subject of fines, penalties and other actions by the Village related to health and safety code violations, or situations constituting a nuisance;
22. In detail, the degree to which your proposed project might present a new health or safety threat to the general public;
23. Any Full-time Equivalent jobs (specify the number of each type) expected to be created within the Business District as a result of the project.

Attach to the Application any additional information helpful to the review of your request:

- Concept drawings;
- Proposed floor plans, building elevations, component details;
- Proposed site plan;
- Any professionally prepared studies or reports supporting the viability of the project;
- Consent form authorizing creditworthiness investigation;
- Other: _____
- Other: _____

ACKNOWLEDGEMENTS, CERTIFICATIONS AND SIGNATURE

By my signature below, I hereby:

6. Acknowledge that, to obtain benefits under the Village of Swansea Business District Economic Development Assistance Program, any and all permits required to be obtained through the Village must be obtained prior to disbursement of any funding under the Program;
7. Acknowledge that this application will not be reviewed for approval until completed in full with all required attachments and signed by me as the Applicant, and that the application does not guarantee that this funding request will be approved;
8. Certify that if this application is made on the behalf of a corporation, partnership, or some other entity in which others have a vested interest, I have, or have been given, full authority to submit this application on behalf of the applicable entity;
9. Certify I have read and understand the content of the "Business District Economic Assistance Program: Policies and Criteria for Economic Development Incentives" for the Illinois Route 159 / Boul Avenue Business District; and
10. Certify that I have read and understand the content of this application and to the best of my knowledge and belief, all information contained in said application is true, complete, and correct, and I agree to notify the Village of any material changes that may occur after its submittal.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

SUBMIT TO:

Dan Thomas, Building and Zoning Director
Village of Swansea Government Center, 1444 Boul Avenue, Swansea, IL 62226
Direct any questions via telephone to (618) 234-0044 or via email to dthomas@swanseail.org

LEGAL DISCLAIMER

Completion of this application does not entitle the Applicant to any financial assistance under the Business District Economic Assistance Program. Any such assistance must be approved by the Village of Swansea Board of Trustees in the form of a Development or Redevelopment Agreement entered into by both parties.

VILLAGE OF SWANSEA, ILLINOIS
Business District Economic Development Assistance Program

CONSENT FORM: PERSONAL CREDIT / TAX / CRIMINAL BACKGROUND CHECK
Authorizing the Village Of Swansea to Conduct Various Investigations
Into the Creditworthiness of the Applicant

If the Applicant is a publically traded company, please submit your most recent financial statements and reports in lieu of this form. If the Applicant is a sole proprietorship, partnership, LLC, or privately held corporation, this form is to be completed by every individual or entity whose interest share in the business is 20% or greater. (PLEASE PRINT LEGIBLY)

Full Legal Name: _____ Suffix: (Jr., II, III) _____

Any Other Name(s) By Which You Have Been Known: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____ **ATTACH A COPY OF LICENSE**

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ How long have you lived here? _____

If you have lived at your current address for less than 10 years:

Previous Home Street Address: _____

City: _____ State: _____ Zip Code: _____

During what dates did you live there? _____ to _____

Previous Home Street Address: _____

City: _____ State: _____ Zip Code: _____

During what dates did you live there? _____ to _____

Place of employment:

Name of Business / Employer: _____

Business Street Address: _____

City _____ State: _____ Zip Code: _____

Your Position: _____ Annual Salary: \$ _____

Your Supervisor's Name: _____ Title: _____

Phone Number: _____ Email: _____

I hereby authorize the Village of Swansea to obtain my credit report on my behalf, and also authorize the Village of Swansea to conduct a criminal record check and tax return transcript request (Form 4506-t) for the purpose of determining my eligibility for the grant / loan program for which I am / we are applying.

 Printed Name

 Signature

 Date

Map: Illinois Route 159 / Boul Avenue Business District

