



VILLAGE OF BROOKFIELD

Community Development Department
8820 Brookfield Ave. Brookfield, IL 60513

PHONE (708) 485 - 7344 x 3
FAX (708) 485 - 8090
WEBSITE www.BrookfieldIL.gov

Property Improvement Program (PIP) Grant Application

Applications can be dropped off at Village Hall, mailed in, or emailed to Village Planner, Kate Portillo kportillo@brookfieldil.gov.

Applicant Information

Applicant Full Name: _____
Applicant's Address: _____
Email Address: _____ Phone Number: _____

Property Information

Business Name: _____
Business Address: _____ Brookfield IL, 60513
Zoning district: _____ Land Use type: _____
TIF District: Downtown 8 Corners Ogden Avenue

Project Description

Briefly describe the project and work that will be done that is eligible under PIP guidelines.

Total Project cost: _____ Reimbursement amount applying for (50% of total cost): _____

Application Checklist

- Pre-application meeting with staff
- Signed and completed application form
- Brief narrative describing the project
This should include a description of the building's current condition and the area(s) to be repaired, proposed work to be performed, and the general methodologies to be employed (i.e. chemical cleaning, etc.) Please make sure the narrative provides a thorough description
- Photo(s) of existing conditions
- Drawings of proposed work
Architectural renderings not required, but encouraged in order to provide a good understanding of the proposed finished product
- Material/ color samples if applicable
- At least 2 contractor bids
Estimates must include only the work proposed for the facade. Eligible work is listed in the explanation of the program

Program Terms & Conditions

Eligibility

To be eligible for a Property Improvement Program Facade reimbursement grant, a building must be used in whole or in part for commercial purposes and must be located within one of the Village’s Tax Increment Financing (TIF) Districts. Work that has been initiated prior to the approval the PIP Façade reimbursement grant is NOT eligible for grant reimbursement.

Available Funding

Grant applications will be considered in the order they are received. If a property is awarded a grant one year, another application may not be submitted for 2 years following.

Amount

The maximum amount of a reimbursement grant will be approved by the Village Board of Trustees, between \$500 and \$20,000. If the costs of the improvement exceed the approved cost specified in the Agreement, the applicant will be responsible for the full amount of the excess. Any project changes must go back in front of the Village Board of Trustees for approval.

Grant Reimbursement

Grant project work may commence after the Agreement is signed and necessary building permits are obtained. When the entire improvement project is completed, invoices and receipts must be submitted to the Village. One reimbursement check will be issued to applicant.

All improvements must be completed within twelve (12) months from the date of Agreement execution. If the work is not complete within the twelve (12) month period, the Village’s obligation to reimburse the owner or tenant for the project terminates.

The applicant shall be responsible for maintaining the facade and/or property improvements, without alteration, for 5 years after approval unless the Village agrees to a lesser time. In the event that the applicant receiving Village funds does not maintain the improvements within that period, the owner agrees to reimburse the Village on a pro rata basis, in the amount of the PIP Grant payment, less 20 percent of the amount of the PIP Grant payment for each full year prior to the violation. The Reimbursement Payment shall be paid to the Village not later than 90 days after receipt by the Owner of a violation notice from the Village.

Signatures

I hereby certify that the information contained herein is correct and agree to do the proposed work in accordance with the provisions of the ordinance of the Village of Brookfield. I further agree that any plans, specifications, and statements submitted herein shall become part of this permit application and followed as approved.

Printed name of Business Owner

Signature of Business Owner

Date

Printed name of Property Owner (if different)

Signature of Property Owner (if different)

Date