

# Village of Maple Park



Tax Increment Finance (TIF) District Policy

Revised November 3, 2020

**VILLAGE OF MAPLE PARK  
TAX INCREMENT FINANCE (TIF) DISTRICT POLICY  
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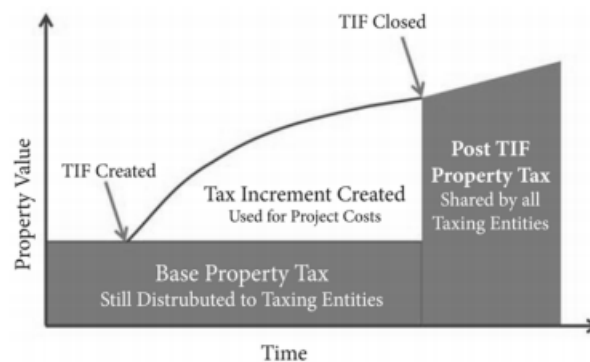
## Village of Maple Park

# TAX INCREMENTAL FINANCE POLICY

## WHAT IS TIF?

A Tax Increment Finance (TIF) is an economic development funding tool used to stimulate redevelopment in the areas with blight where redevelopment would be unlikely without some form of government stimulus. TIF Districts can also be used to provide public improvements such as water and sanitary systems or street improvements. These public improvements, combined with expected private investment, work together to revitalize properties inside the district.

When a TIF District is created property owners within the district continue to pay the same property tax rates as those outside the district. The difference (increment) is the tax collected, over and above the “base value” and that increment is what is placed into a separate fund that is used to pay project costs. The TIF District does not generate the increment through additional taxes. Once all costs incurred by the creation of the TIF are recouped by the additional increment created, the TIF District is closed, any remaining property taxes will be returned to DeKalb and Kane Counties so that they can be distributed back to the other taxing bodies. Taxing bodies include: fire protection, library and school districts; townships and township road districts; colleges, counties and the State. A TIF District expires 23 years from the date the TIF was enacted through a municipal ordinance. The Village’s TIF District will expire on December 31, 2035, payable through December 31, 2026. From time-to-time the expiration date of a TIF District may be legislatively extended by the State Legislature, as it requires an Amendment to the TIF Act.



TIF funds can be used to finance public infrastructure projects such as a wastewater treatment plant and sanitary sewer system improvements; a new water tower and water system improvements; the construction of parking lots and/or decks and of course it can be used for street and storm sewer improvements. It can be used to assist existing business/property owners in rehabilitating their

buildings through façade or lighting improvement programs. It can also be used to assist the redevelopment of the land located within the TIF District. Redevelopment may include assistance to businesses looking to relocate and locate new commercial, light industrial, retail, residential, senior and elder assisting living facilities in Maple Park.

## **TIF Authority**

The State of Illinois permits the formation of a TIF District pursuant to the Tax Increment Allocation Redevelopment Act, 65 ICL 5/11-74.4 *et seq.*

On January 3, 2012, the Village of Maple Park enacted the following ordinances establishing the TIF District. Ordinance 2012-01, that approved the Redevelopment Plans and Projects for the Maple Park Tax Increment Finance (TIF) District – Redevelopment Plans and Projects, see the Village’s website for the complete plan; Ordinance 2012-02 Designated the Redevelopment Project Area, see Attachment A; and Ordinance 2012-03 Adopts Tax Increment Finance for the Maple Park Tax Increment Financing District.

## **Purpose**

The purpose of the Maple Park TIF District is to redevelop property that is currently underutilized for residential, commercial and light industrial development. The Redevelopment Plan allows the Village the ability to alleviate and/or remove blighted conditions such as the lack of public infrastructure or to repair/replace infrastructure that is in poor condition and it allows for public and private redevelopment projects that will benefit from tax increment financing.

## **“But For” TIF**

The fundamental principle and one which the Village of Maple Park must determine based on the information submitted by the property owners/developers is that the project would not occur “but for” the assistance provided through Tax Incremental Financing. The burden is on the property owner/developer to make their case and not for the Village to make their case for owner/developer. Should the Village determination that the “but for” not be made, Tax Incremental Financing for the project cannot be approved.

# **TIF REDEVELOPMENT GOALS AND OBJECTIVES**

The Maple Park TIF District Redevelopment Plan is expected to include, but is not limited to, the following general long-term goals and objectives:

1. Eliminate or reduce those conditions which qualify the Redevelopment Project Area as a Combination of Blighted and Conservation Areas.

2. Facilitate the completion of necessary public infrastructure to encourage residential, commercial and light industrial development within the Village of Maple Park.
3. Extend/upgrade storm drainage and sanitary sewer lines throughout the Area.
4. Improve and update antiquated and/or inadequate water lines, mains and distribution systems.
5. Improve and update streets, street lighting, landscaping, curbs, alleys, parks, public green space, recreational amenities, sidewalks, bike paths and other pedestrian walkways throughout the Redevelopment Project Area.
6. Leverages the maximum amount of non-Village funds into a development or redevelopment project back into the community.
7. Enhance the tax base for the Village and other taxing districts through coordinated, comprehensive planning efforts by either the public or private sectors which focus on efforts to improve infrastructure, property reuse, and the upgrade of existing buildings.
8. Attract new commercial development which complies with Village zoning and land use ordinances, increases assessed valuations and enhances the real estate tax base for the Village and creates additional employment opportunities within the community.
9. Attract tourism and retail/commercial businesses through the use of financial incentives offered by Tax Increment Financing and, thereby, increase retail business activity which will lead to an increase in municipal sales taxes for the Village.
10. Further improve the overall quality of life, health and well-being of the community.

## **WHAT REDEVELOPMENT IS TIF ELIGIBLE?**

TIF eligible project costs are defined by Illinois State Statute, 65 ILCS 5/11-74.4-1 through 11-74.4-11. The Village believes that redevelopment within the TIF District Area would not occur without the use of tax increment financing; therefore, the Village plans to offer incentives to potential developers in order to encourage commitment and new private investment during the life of the TIF District. For specific incentive information, please refer to the Maple Park TIF District Redevelopment Plan dated January – 2012. Public and private projects that are in the Village's TIF Plan include, but are not limited to the following types of projects:

1. Public Infrastructure improvements that includes: Streets, sidewalks, curbs; water lines/mains and water treatment facility; sanitary sewer lines, lift stations and wastewater treatment facility; storm sewer and drainage facilities (retention ponds and detention basins); new municipal building, engineering, architectural, legal, administrative costs; other professional development, economic development staff, property assembly costs and marketing and capital costs of other taxing districts.

The Village Board shall establish a TIF Infrastructure Project Priority List (Attachment B.) The list shall be reviewed and may be modified from time-to-time based on project completion and a “pay-as-you-go,” strategy; however, that does not prevent the Village Board from issuing general obligation, revenue or other types of bonds to finance the work.

2. Commercial projects that consist of new building or rehabilitation or renovation of an existing commercial building.
3. Commercial General Merchandise projects that consist of new retail facilities requiring an investment between \$500,000 to \$3,000,000.
4. Commercial Convenience Store/Restaurant I project consists of a chain of convenience store/fast food facilities that employs at least three (3) supervisory personnel and 50 – 60 food service workers.
5. Commercial Restaurant II and III projects that construct or renovate an existing building and will employ at least two (2) supervisory personnel and 30 – 340 food service workers.
6. Commercial/Retail Strip Development project that requires a total investment that is projected to be \$5,000,000.
7. Commercial Hotel/Motel project that consists of 80 plus rooms, including a small meeting facility.
8. Commercial Storage/Mini-Warehouse projects that includes enclosed and/or outdoor miniature warehouse units.
9. Commercial Rehabilitation/Renovation for approximately ten (1) properties involving façade renovations, structural rehabilitation/expansion and other repairs to the existing buildings and facilities.
10. Light Industrial projects that consist of the construction of manufacturing facilities starting at 5,000 square feet to 100,000 square feet and employ between 10 and 75 employees or more.
11. Residential Townhome/Apartment Complex projects between 24 to 48 units with an average fair market value of \$150,000.
12. Residential Single-Family Housing Development between 100 to 400 homes phased in over a period between 10 and 15 years.
13. Residential Duplex projects that consist of 100 duplex units with a average fair market value of \$125,000.

14. Senior Living Facility project that consists of 65 senior housing units and facilities with an average fair market value of \$155,000.
15. Elder Assisted/Supportive Living Facility that consists of 10 private pay and 10 government subsidized housing units.
16. Residential Rehabilitation/Renovation projects that consist of approximately 24 residential buildings and includes work for such things as exterior siding, roof or other structural repairs.

Project must comply with the following:

- Land use as identified in the Zoning and Subdivision Ordinances.
- Certification of “No Displacement of Residential Units.”
- Commitment to fair employment.
- Will require a total investment of the developer of a certain dollar amount or higher, based on the type of project.
- Must generate an increase in real estate tax increment over the life of the TIF District.
- And, depending on the project, must generate a new municipal sales tax increment over the life of the TIF District.

## **TYPES OF INCENTIVES**

The following is a list of potential incentives the Board may consider. Not all incentives will be appropriate for all projects and some projects may necessitate creative incentives that may not be listed below.

- Tax Increment Financing
- General Improvements Assistance Grant Program, see Attachment C – For existing commercial establishments located in the Village of Maple Park
- Other –
  - Use of Village property and/or right-of-way for development at a reduced or no cost, excluding previously vacated right-of-way.
  - Contribution toward public improvements or infrastructure
  - Fee waivers for zoning, permits, etc.
  - Cooperative provision of municipal services

The Village reserves the right to deny any request for TIF assistance. There many important criteria and considerations that must be taken into account when evaluating possible TIF projects. The following a list of criteria a developer, business owner or resident, should take into account when developing a request for TIF assistance and the Village Board should consider when determining when TIF assistance is warranted:

- Village incentives shall be limited to the minimum amount necessary to make the project feasible. Assistance will not be provided solely to increase the developer or business

owner's profit margin. It is up to the Village's discretion to determine how many, if any assistance is necessary to make the project feasible;

- The applicant shall demonstrate that the project would not otherwise take place "but for" the incentive;
- A maximum dollar amount and term will be determined. The level of assistance should be awarded at the lowest possible level in the least amount of time by maximizing the use of private debt and equity financing first;
- All projects shall be reviewed on a case-by-case basis. Meeting all the criteria for TIF assistance does not guarantee that assistance will be awarded, nor does the approval or denial of one (1) project set a precedent for approval or denial of another;
- Assistance will be provided by a "pay-as-you-go" method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- Assistance for land/property purchases will not exceed the fair market value of the property. The Village will hire an independent appraiser and the appraisal cost will be reimbursed by the developer;
- Assistance shall not be provided for projects that would result in extraordinary demands on Village infrastructure or services;
- The developer is responsible for providing any additional information, such as market and feasibility studies, and appraisals, which the Village deems necessary to review the need for TIF assistance;
- The developer owner must provide adequate financial guarantees and enter into a TIF Assistance/Developer Agreement with performance measures that ensure completion of the project, and are not limited to letters of credit, cash escrow and personal guarantees. The developer must also demonstrate to the Village's satisfaction, the ability to construct, operate and maintain the proposed project;
- All projects must demonstrate the probability of economic success. The developer shall submit to the Village preliminary sales, data projections, and/or pro forma analyses concerning the subject site. The Village will hire an independent consultant to verify the developer's submissions and the resulting cost will be reimbursed by the developer through an escrow;
- The developer must retain ownership of the overall project until final completion. For projects intended as for-sale developments, individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership at least long enough to complete the project (as evidenced by the issuance of a final certificate of occupancy), stabilize its occupancy, establish project management and initiate property tax payments based on the increased project value;
- The Village will not provide mortgage guarantees.

Exceptions to TIF Policy. Village reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the Village with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Village.



# TIF SUBMITTAL GUIDELINES

The Village requires certain information from every applicant requesting TIF Funds. The information the Village requests is critical in order to allow the Village to make proper informed decisions. Existing commercial businesses that are interested in making improvements to their interior and exterior façade shall complete the Village of Maple Park General Improvements Assistance Grant Program Application, Attachment C. All General Improvement Assistance Grant Program applications for TIF Funding are on a first come, first serve basis and shall follow the review process identified in Attachment D.

New redevelopment applications for TIF Funding that do not qualify for the General Improvement Assistance Grant Program are also on a first come, first serve basis and shall follow the process listed below.

1. Pre-application meeting is held between developer and the Village;
2. A Tax Increment Financing Application, see Attachment D, is submitted by the developer to the Village;
3. Village Management, and it chosen consultant(s) will conduct a review of the submitted documentation –
  - A. Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one-time fees (building permits, fee-in-lieu charges, water and sanitary sewer connection fees, etc.)
  - B. Determine if there are any State or County incentives available to coordinate a joint incentive package;
4. Presentation of request, management and analysis and recommendation to the Committee of the Whole;
5. Village Management prepares draft TIF Assistance/Developer Agreement as recommended by the Committee of the Whole; if applicable;
6. The Committee of the Whole recommendation, management recommendation, and draft TIF Assistant/Developer Agreement is forwarded to the Village Board, if applicable; and
7. Village Board Meeting for final consideration of TIF assistance request.
8. Execution of the TIF Assistance/Developer Agreement between the Village and Developer.
9. TIF Assistance/Developer Agreements shall include the following provisions:
  - A. Reimbursement for Failure: The TIF Assistance/Developer Agreement will contain a claw-back provision to the Village for reimbursement of a pro-rates share of the assistance based on specific time periods should a developer associated with the assistance cease to operate during the terms of the agreement or another specified period of time;

- B. Look-Back Provision: The look back mandates a developer to provide the Village or its Financial/Municipal Advisor with evidence of its annualized cumulative internal rate of return on the investment (IRRI) at specified periods of time after project completion. The IRRI shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.

When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Village at the time of development agreement, the developer and the Village shall split, on a 50/50 basis, the increase above the originally projected rates of return.

When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Village shall split, on a 50/50 basis, any increase at or above original projected rates of return.

The Village Board has the final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The proceeding guidelines do not limit Village Board action.



# VILLAGE OF MAPLE PARK

## ATTACHMENT A – TIF DISTRICT MAP

**VILLAGE OF MAPLE PARK  
TIF DISTRICT**

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## VILLAGE OF MAPLE PARK

### ATTACHMENT B – TIF INFRASTRUCTURE PROJECT PRIORITY LIST

# VILLAGE OF MAPLE PARK TIF DISTRICT - PUBLIC INFRASTRUCTURE PRIORITY LIST

TIF Priority #	Work Area	Category	Fund/Dept. Number	CIP ID #	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY 2020	Current Fiscal Year - FY 2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025
1	WA4	Streets	13-00	TIF-003	Televise, Root Cut, Jet Storm Sewer - Pearl Street				15,930				
2	WA6	WWTP	56-10	WWTP-0002	WWTP Facility (New) - 3.23 Acre Land Purchase, Appraisal, Legal/Closing							275,000	
3	WA1	Water Improv.	54-00	W-0015	Water Tower - Engineering				25,000				
4	WA6	WWTP	56-10	WWTP-0003	WWTP Facility (New) - Engineering/Design/Permitting							125,000	
5	WA1	Water Improv.	54-00	W-0022	Water Tower - Construction							1,825,000	
6	WA6	WWTP	56-10	WWTP-0004	WWTP Facility (New) Construction							5,500,000	
7	WA6	WWTP	56-10	WWTP-0010	Demolish/Remove WWTP Bldg.								
8	WA1	Water	52-10	W-0033	150,000 gallon waterspheroid** - Item #1 Blast Clean/Repair/Containment; Item #6 Coat Foundation; Item #8 Ring Couplings; Items #11, 12 #13								195,000
9	WA6	WWTP	56-10	WWTP-0011	Decommission/Remove Cesspools at WWTP							275,000	
10	WA1	Water	52-10	W-0034	150,000 gallon waterspheroid - Items #2 Abrasive Blast Clean; Item #3 Install Clips/Pressure Fitting for Cathodic Protection								22,600
11	WA6	WWTP	56-10	WWTP-0008	WWTP - Generator, ATS, electric, pad, natural gas piping							175,000	
12	WA1	Water	52-10	W-0035	150,000 gallon waterspheroid - Item #4 Blast Clean Pit Pipe/Repair; Item #5 Repair Spalling Concrete Foundation								5,300
13	WA1	Water	52-10	W-0036	150,000 gallon waterspheroid - Item #7 Install Handrail/Painter's Railing on Roof; Item #9 Replace Globe/Cage for Light Fixture; Item #10 Install Ladder Extension on Condensate Plat.								14,300
14	WA1	Water	52-10	W-0037	150,000 gallon waterspheroid - Item #14 Remove Glandular Expansion Joint Repl. w/Bellows; Item #15 Install AL Cover over Fill/Draw Pipe Insulation.								18,900
15	WA1	Water	52-10	W-0038	150,000 gallon waterspheroid - Item #16 Install Mud Valve; Item #17 Replace Condensate Drain Line								6,600
16	WA4	Admin	01-10	A-0016	Civic Center - Space Needs Study								
17	WA4	Admin	01-10	A-0031	Civic Center - Generator, Pad and ATS						250,000		
18	WA4	Admin	01-10	A-0034	Public Works Garage						120,000		
19	WA4	MFT	19-00	MFT-0005	Maple - Walnut to end of street at corn field	Construction - Pavement							
20	WA3	TIF	13-00	TIF-0002	Wayside Horns	Horn Installation							
21	WA1	Road & Bridge	15-00	RB-0008	Main to Kennebec - Downtown	Parking Study			5,000				
22	WA4	TIF		13-00	TIF-0004 through TIF-0008	General Improvements Assistance Grants - 5 @ \$3,000 ea.			15,000	15,000	15,000	15,000	15,000
									0	55,930	20,000	385,000	275,700



## VILLAGE OF MAPLE PARK

### ATTACHMENT C – GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM



# Village of Maple Park

## TIF District General Improvements Assistance Grant Program

### Maple Park Tax Increment Financing (TIF) District

In 2012, the Village of Maple Park established its first Tax Increment Financing (TIF) District an effort to stimulate new private investment, encourage economic development and improve public infrastructure. As a result, the Village now offers various ways of helping property owners and/or tenants located within the Maple Park TIF District area to reduce the costs of residential, commercial and industrial redevelopment projects. The *Maple Park General Improvements Assistance Grant Program* is one method of helping existing businesses.

### Maple Park General Improvements Assistance Grant Program

#### **PURPOSE:**

The primary goal of the Village of Maple Park's *General Improvements Assistance Grant Program* is to visibly enhance, preserve and rehabilitate the commercial properties within Maple Park's Tax Increment Financing (TIF) District, an area which encompasses the historic downtown business district and includes commercial properties located along County Line Road. TIF District was established in 2012 to stimulate private, economic development and while also improving, updating and maintaining our public infrastructure. The Village utilizes TIF resources to annually fund the *Maple Park General Improvements Assistance Grant Program*, hereinafter "Program", which is outlined in this application.

#### **FUNDING:**

This grant covers up to 50% of the TIF Eligible Costs and are awarded on a first come, first served basis. Business and property owners within the Maple Park TIF District may be eligible for a maximum \$5,000.00 reimbursement grant. The Applicant is required to match or exceed any awarded program funding through an investment of their own capital toward the project's total cost.

#### **PROPERTY ELIGIBILITY:**

To be eligible for reimbursement of project costs under this Program, the following requirements and conditions shall be met:

- The property must be a commercial establishment that is located within Maple Park's TIF District (see TIF boundary map on Village's website [www.VillageofMaplePark.org](http://www.VillageofMaplePark.org)); and Properties must not be in arrears of property assessments, municipal utilities, or taxes; and
- The total project cost must not exceed \$10,000.00; and
- The Applicant must be either (1) the owner of a building within Maple Park's TIF District, or (2) the owner of a business within Maple Park's TIF District, who has a valid lease of at least a 1-year term and has written permission documentation from the property owner allowing them to make changes to the building; and
- The improvement project must be for one or more of the items listed as eligible for reimbursement below; and



- Repair, renovation, or installation projects started prior to the submission of a grant application are ineligible for reimbursement of project costs under this Program; and
- The Property must not have received a grant under this program within the immediately preceding three (3) years.

### **ELIGIBLE COSTS FOR REIMBURSEMENT:**

Grants are issued in the form of reimbursements for eligible expenses once the work has been completed. This program allows for the reimbursement of the following exterior and interior work:

- Driveway/parking lot paving replacement (excluding new lot driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Route 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement
- Structural Repairs that have framed property unsafe
- Exterior Windows
- Exterior Doors
- Exterior Siding
- Interior ADA Compliance Upgrades
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Interior Electrical Upgrade to Bring to Code
- Interior Installation or Fire Suppressions System

### **INELIGIBLE REIMBURSEMENT COSTS:**

- Maintenance
- Painting
- Signage

### **PROGRAM REVIEW AND APPROVAL PROCESS:**

All Applicants are on a first come, first serve basis. Applications are limited to one (1) grant per parcel, per fiscal year (Village of Maple Park's fiscal year is May 1<sup>st</sup> - April 30<sup>th</sup>.) The Village has established an initial annual program allocation of \$15,000.00 per fiscal year so Applicants are encouraged to file by December 31 and if approved, execute the improvements as soon as possible. The Village encourages you to employ or purchase services, products and materials available within the Village whenever possible. The Program process is as follows:

1. Application submitted along with required supportive documentation and photographs.
2. Attend Committee of the Whole Meeting, under Finance Items to discuss/answer questions about your application and subject property.
3. At the same meeting, the Committee of the Whole will review your application and either a) ask for clarification and re-submittal, or b) make a decision as to whether to grant or deny "preliminary approval" and recommend to the Village Board that the application is eligible to proceed.
4. Notice to Proceed letter from the Village Clerk. (*Steps 3 & 4 confirm your application's place in line for funding as long as the following steps are completed.*)

5. Applicant will execute improvements within 5-months and be completed within 11-months of Village's notice to proceed. Extension requests must be made in writing. However, the Applicant may risk a depletion of funds within the fiscal year. The Village may modify this time-line on a case-by-case basis based on the project's specific factors.
6. After project is completed, submit "close-out" items to Village Clerk and Committee of the Whole for review and final approval and the next scheduled Committee of the Whole Meeting.
7. "Close-out" items include:
  - Letter stating that the project is now complete and the applicant is seeking reimbursement for a specific dollar amount
  - Written documentation that all inspections have been passed – List the following:
    - Date of Inspection
    - Type of Inspection
    - If the inspection passed or failed (will be validated by the Village)
  - Invoices for purchases of goods/services for project costs – Invoices should be itemized
  - Invoice payment documentation – List the following:
    - Date of Transaction
    - Check # or credit card payment information
    - Bank or credit card statements that confirm payment
  - "After" photos of the completed work – Digital and hard copy should be provided with packet.
8. Upon recommendation from the Committee of the Whole, the Village Board shall approve the final disbursement of grant reimbursement funds at the following, monthly Village Board Meeting.
9. If the Applicant has not met one or any of these requirements, the Committee of the Whole will re-evaluate the status of the project and may unilaterally rescind or modify the amount of the grant.

For more information and applications relating to the *Maple Park General Improvements Assistance Grant Program* please contact:

**Maple Park Village Hall, 302 Willow Street, PO Box 220, Maple Park, IL 60151-0220; Phone (815) 827-3309**



## TIF District General Improvements Assistance Grant Program Application

Business owners within the Maple Park TIF District may be eligible for a *Maple Park TIF District General Improvements Assistance Grant* to improve deteriorated, structures within the Maple Park TIF District Redevelopment Area. General Improvements Grants for 50% of eligible costs up to \$5,000.00 are awarded on a first come, first served basis and are limited to one grant per property within the immediately preceding three (3) years. The *Maple Park TIF District General Improvements Assistance Grant* program is funded annually by the Village of Maple Park and the Village encourages you to buy within the Village whenever possible.

Name of Business Owner(s): \_\_\_\_\_ Address: \_\_\_\_\_  
Name of Property Owner(s): \_\_\_\_\_ Address: \_\_\_\_\_  
**Applicant/Contact Person:** \_\_\_\_\_ Address: \_\_\_\_\_  
Applicant Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Owner Contact Information, if different from Applicant:

Property Owner Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Street **Address:** \_\_\_\_\_ Within TIF District? ☐ YES ☐ NO

Property **Tax PIN #:** \_\_\_\_\_ **Tax Bill** Attached? ☐ YES ☐ NO

### Required Items to Include with Your Initial Application:

- ✓ Copy of the most recent, paid property tax bill with PIN Number.
- ✓ "Before" photos\* of the proposed area(s) of improvement; exterior wall(s), roofs, doorways, etc.
- ✓ On a separate sheet of 8.5" x 11" paper, provide a simple, hand drawn diagram of the building's footprint dimensions. Below each footprint dimension, indicate that respective wall's height (to the best of your ability). Include your name and address on this diagram.
- ✓ Attend TIF Committee Meeting when your project application is an agenda item.

### Required Close-Out Items for Final Reimbursement (see General Improvement Assistance Grant Program for full list):

- ✓ All invoices and receipts supporting project costs and accounting records validating payment.
- ✓ "After" photos\* of the completed work.
- ✓ If requested, attend TIF Committee Meeting to review and approve project (close-out).

*\*All photo submissions can be: hard copy prints on regular 8.5 x 11 paper or photographs (3.5x5 or 4x6) The Village reserves the right to request digital files of photographs as well as field verify all submitted dimensions. Net Grant Amount:*

**Grant Amount not to exceed \$5,000.00** .....\$ \_\_\_\_\_  
Less Application Fee ..... - 5.00  
Less Project Inspection Fee ..... \_\_\_\_\_  
Plus Project Inspection Fee Waiver ..... + \_\_\_\_\_  
**Net Grant Amount** .....\$ \_\_\_\_\_

**NOTE: Applicant must provide itemized copy of receipts and a copy of most recently paid property tax bill prior to receiving *Maple Park TIF District General Improvement Assistance Grant Funds*. Village will measure the project and require before-and-after photos of the project prior to disbursement of funds.**

\_\_\_\_\_  
Business Owner's Signature Date: \_\_\_\_\_ Village of Maple Park

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\_\_\_\_\_  
Property Owner's Signature if not the same as above. Date: \_\_\_\_\_

**ELIGIBLE ITEMS INCLUDE:**

Exterior:

- Driveway/parking lot paving replacement (excluding new lot/driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Rt 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement.
- Structural Repairs that have framed property unsafe.
- Exterior Windows.
- Exterior Doors.
- Exterior Siding

Interior:

- ADA Compliance Upgrades.
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Electrical Upgrade to Bring to Code.
- Installation or Fire Suppression System.

**NON-ELIGIBLE ITEMS:**

- Maintenance
- Painting
- Signage



VILLAGE OF MAPLE PARK  
ATTACHMENT D – TIF FINANCING APPLICATION



## TAX INCREMENTAL FINANCING APPLICATION

Please complete and submit the following information to the Village of Maple Park for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of four parts: 1) Applicant Information, 2) Project/Property Information, 4) Project Budget/Financial Information, and 4) Attachments.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

The Committee of the Whole reviews all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the Committee of the Whole reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the "Village of Maple Park Tax Incremental Financing Policy" document.

### Applicant Information

Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Entity (check one):  
☐ Individual(s)      ☐ Joint Tenants      ☐ Tenants in Common  
☐ Corporation      ☐ LLC      ☐ Partnership  
☐ Other: \_\_\_\_\_

If not a Illinois corporation / partnership / LLC, state where organized: \_\_\_\_\_

Will a new entity be created for ownership (check one)?      ☐ Yes      ☐ No

Principals of existing or proposed corporation / partnership / LLC and extent of ownership interests:

Name	Address	Title	Interest

Is any owner, member, stockholder, partner, officer, or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Maple Park (check one)?      ☐ Yes      ☐ No

If yes, give the name and relationship of the employee: \_\_\_\_\_

Have any of the applicants (including the principals of the corporation / partnership / LLC) ever been charged or convicted of a misdemeanor or felony?      ☐ Yes      ☐ No

If yes, please furnish details: \_\_\_\_\_

**Project / Property Information**

**Project Narrative**

Overall Project Summary and Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Summary:	
Parcel / Land Area:	_____ SF
Building Area:	_____ SF
# of Dwelling Units:	_____
# of Stories:	_____
# of Parking Spaces:	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current and Proposed Uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of End Users: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any zoning changes that will be needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify any other approvals, permits, or licenses (i.e. Liquor License, Health Department, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly what the project will do for the property and neighborhood: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Timeline	
Step	Date
Final Plan / Specification Preparation	
Bidding and Contracting	
Firm Financing Approval	
Construction / Rehabilitation	
Landscaping / Site Work	
Occupancy / Lease Up	

## Development Team

Developer: \_\_\_\_\_ Architect: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Contractor: \_\_\_\_\_

Other Members: \_\_\_\_\_

Describe Development Team expertise and experience in developing similar projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other current Development Team projects in development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial ability of the applicant to complete the project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full and part-time jobs to be created by the proposed project including estimated salary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Professional Studies

**Market Studies:** Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

**Appraisal:** All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property “as is”, and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.



## Project Budget / Financial Information

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing.

Use of Funds	Amount (\$)	\$ per SF of Building Area
Land Acquisition		
Demolition		
Environmental Remediation		
Site Clearance and Preparation		
Soft Costs / Fees		
Soft Cost Contingency		
Hard Construction Costs		
Total Projected Costs		

Sources of Funds	Amount (\$)	% of total project costs	
<b>Equity</b>			_____ %
Developer Equity			_____ %
Other: _____			_____ %
Total Equity			_____ %
<b>Loans</b>	<b>Rate</b>	<b>Term</b>	
Construction Financing	_____ %	_____ mos.	
Permanent Financing	_____ %	_____ yrs.	_____ %
<b>TIF Assistance</b>			_____ %
Other: _____			_____ %
<b>Total Sources of Funds</b>			100%

Source Amount	Terms: Years / Interest	Contact Information
Equity: _____		
Loans:		
1.		
2.		
3.		
4.		

Detailed Pro Forma (must correspond to line items for Use of Funds on previous page)	
Land Acquisition	\$
Demolition	\$
Site Clearance	
Infrastructure	\$
Utilities / Removal	\$
Utilities / Relocation	\$
Utilities / Installation	\$
Hazardous Materials Removal	\$
Other: _____	\$
Total Site Clearance and Preparation	\$
Soft Costs / Fees	
Project Management ( _____ %)	\$
General Contractor ( _____ %)	\$
Architect / Engineer ( _____ %)	\$
Developer Fee ( _____ %)	\$
Appraisal	\$
Soil Testing	\$
Market Study	\$
Legal / Accounting	\$
Insurance	\$
Title / Recording / Transfer	\$
Building Permit	\$
Mortgage Fees	\$
Construction Interest	\$
Commissions	\$
Marketing	\$
Real Estate Taxes	\$
Other Taxes	\$
Other: _____	\$
Other: _____	\$
Sub-Total Soft Costs / Fees	\$
Soft Cost Contingency	\$

## Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.**

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

## Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

**Rental Property:** For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

**For Sale Residential:** Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

**Mixed Use Commercial / For-Sale Residential:** Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

**Owner-Occupied Commercial:** For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

**Competitive Projects:** In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Maple Park and locations that are seriously being considered by the applicant.

Revenue Projections – Rental Project			
	Year 1	Year 2	>>Year 11
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue: _____	\$	\$	\$
<b>Gross Potential Income</b>	\$	\$	\$
Commercial Vacancy _____%	\$	\$	\$
Residential Vacancy _____%	\$	\$	\$
<b>Effective Gross Income (EGI)</b>	\$	\$	\$
<b>Expenses</b>			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense: _____	\$	\$	\$
Other Expense: _____	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Net Operating Income (NOI)</b>	\$	\$	\$
Capital Expenses (reserves, tenant improvements, commissions)	\$	\$	\$
Debt Service	\$	\$	\$
<b>Net Cash Flow (before depreciation)</b>	\$	\$	\$
<b>Reversion in Year 10</b>			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate		%	
Gross Reversion	\$		

Revenue Projections – For-Sale Project			
Gross Sales Revenue	Unit Type*	Number	Price / Unit
Housing Units			\$
			\$
			\$
			\$
			\$
			\$
Total Housing Sales:			\$
*affordable units if any			
Housing Unit Upgrades:			\$
Commercial Space	Unit Type	Size (SF)	Price per SF
			\$
			\$
			\$
Total Commercial Sales			\$
Total Gross Sales Revenue			\$
Cost of Sales			
Commissions	%	\$	
Marketing	%	\$	
Closing	%	\$	
Other Costs:_____	%	\$	
Total Costs of Sales			\$
Net Sales Revenue			\$

## Attachments

### Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village Administrator. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site or building
- Description of end users
- Profitability
- Overview of private-sector financing
- Summary of increment projections
- Total development costs
- Current and proposed uses
- Project start and end dates
- Description of public benefits, including job creation
- Amount of TIF assistance requested
- Name of developer and owner
- Statement regarding why TIF is essential and why the “but for” provision will be met

*Note: In the “but for” discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.*

### Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) of project (e.g. industrial, commercial, retail, office, residential for sale or rental, senior/assisted housing, etc.).
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction: types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; number and type of parking spaces; and construction phasing.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

### Filing Requirements

You must provide all of the following items with your signed application:

- **Fee:** An application fee of 1% for projects with assistance up to \$100,000, 2% for projects with assistance between \$100,000 to \$499,999, or 3% for projects with assistance at \$500,000 or greater. This fee is to cover Village costs associated with evaluating the TIF application. Make your check payable to the Village of Maple Park.
- **Site Maps:** Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17 inches. Larger maps may be required for projects presented to the Plan Commission, Committee of the Whole, or Village Board.

- **Project Renderings:** Provide preliminary architectural drawings, plans, and renderings for the project. These drawings should be no larger than 11x17 inches. Larger drawings may be required for projects presented to the Plan Commission, Committee of the Whole, or Village Board.

## Notes

- If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

## Agreement

I, by signing this application, agree to the following:

- I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
- The information submitted is correct.
- I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
- I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
- The undersigned authorizes the Village of Maple Park to check credit references and verify financial and other information.
- The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

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Applicant Printed Name/Title

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Applicant Signature

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Date