

# WPB Façade Rebate Program Application 2012

## Property Address:

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Street Address	Chicago	IL	606
	City	State	Zip

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Name of Business(es) at above address, if applicable

## Applicant Information:

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Business/organization name or property owner (i.e., entity to which rebate check should be made)

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Street Address	City	State	Zip
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## Contact Person:

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Name

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Home Telephone

Work Telephone

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Fax number

E-mail

Indicate whether the Applicant is a tenant, business and property owner or solely the property owner

Tenant

Business and property owner

Owner of property but not of current business

## Property Owner Information: (if Applicant is not the Property Owner)

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Individual or company

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Street Address	City	State	Zip
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Contact Person (if a company)

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Home telephone

Work telephone

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Fax number

E-mail

**Tenant Information:** (If Applicant is property owner but not business owner)

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Business name

Owner's name

Type of business

Has the property received a rebate through this program before?  yes  no

If yes, when \_\_\_\_\_

Have you or your company received a rebate through this program for another property?

yes  no If yes, when \_\_\_\_\_

Will you or your company be applying for the City of Chicago Facade Rebate program, SBIF funding, Historic Tax Credits or any other grant monies for this project?  yes  no

If yes, please provide details on separate sheet (Type of funding, amount, status, etc.)

**Project Description:**

Describe proposed improvements to the building facade (attach additional sheets if necessary).

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**Needs Statement:**

Describe why you need funding from the WPB Façade Rebate Program to complete the proposed project (attach additional sheets if necessary).

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**Additional Information:**

Please complete the attached Work Summary worksheet. Be sure to specify the date on which each task or job completed as part of your façade improvement project was completed.

*All applications are to be submitted to the Wicker Park Bucktown Chamber of Commerce located at 1414 N. Ashland Chicago, IL 60622 Attention: Jessica Wobbekind, WPB Façade Rebate Program.*

**WPB Façade Rebate Worksheet: WORK SUMMARY**

Please use this sheet to summarize the progress of your façade project. Only include work that is eligible for a WPB façade rebate (see program policy for guidelines).

	Project Address	Job/Task (Describe)	Name of Selected Contractor	Work Complete? (Y/N)	Date Completed (m/d/y)	Cost (\$)	Paid in full? (Y/N)	If Not, How much has been paid? (estimated \$)	Did you include proof of payment* with your application?
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

\* Eligible proof of payment includes a copy of a cancelled check (made out to a vendor) or a relevant bank statement showing a cleared payment.

**Applicant Disclosure Statement**

I \_\_\_\_\_ (Applicant) assert that the preceding information is true and correct.

Applicant fully understands that all work must comply with the WPB Façade Rebate Guidelines and be approved by the WPB Review Board. The project is not considered approved until the Applicant receives an approval letter from the WPB Review Board. If the project has changes after the applicant has received a letter of approval, applicant will have to resubmit all changes and have them approved. If changes are not approved, the applicant will not receive a rebate.

Applicant agrees to comply with all City of Chicago, ADA, State of Illinois, Federal and WPB Façade Rebate Programs/Guidelines and the specific recommendations of the WPB Review Board.

Applicant agrees to submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed and upon request prior to project completion

The applicant understands that WPB may change the requirements of the WPB Façade Rebate Program at any time. WPB and the Wicker Park Bucktown Chamber of Commerce are not responsible for work being completed etc.

\_\_\_\_\_  
Applicant (please print name) Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Applicant Property Pin Number

**If the Applicant is other than the property owner of the building, the following must be completed by the property owner.**

I \_\_\_\_\_ (Owner) certify that I, owner of the above-cited property give \_\_\_\_\_ (Applicant) authority to implement the described improvements at the property along with any amendments that may be required by the WPB Façade Rebate Program Guidelines. I further acknowledge that WPB and/or the Wicker Park Bucktown Chamber of Commerce assume no liability in the event of any dispute between the Owner and Applicant concerning any building improvement work undertaken by the tenant as a result of the tenant's participation in the WPB Façade Rebate Program.

The Owner understands that WPB may change the requirements of the WPB Façade Rebate Program at any time. WPB and the Wicker Park Bucktown Chamber of Commerce are not responsible for work being completed.

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Print Owner's Name

Date

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Owners Signature

## APPLICATION CHECKLIST

Please submit checklist with application. **Applications will not be reviewed unless they are complete.**

\_\_\_\_ Completed application

\_\_\_\_ Photos of existing building and area surrounding the proposed project

- Façade
- Upper Floors
- Side of Building
- Adjacent buildings
- Buildings across street
- Etc.

\_\_\_\_ Detailed plans, drawings for the project

- Initialed by building owner if applicant is not owner of property.

\_\_\_\_ Project specifications

- List of materials to be used
- Color samples

\_\_\_\_ Detailed cost estimates

- Three (3) different cost estimates if project exceeds \$500
- One (1) detailed cost estimate for projects under \$500

\_\_\_\_ Project Estimate 1: \_\_\_\_\_  
(name of contractor)

\_\_\_\_ Project Estimate 2: \_\_\_\_\_  
(name of contractor)

\_\_\_\_ Project Estimate 3: \_\_\_\_\_  
(name of contractor)

\_\_\_\_ Permits

- Copy of all the permits that apply for project, if they have been secured at this point

\_\_\_\_ Approval letter from owner of property (If different from applicant)

\_\_\_\_ Disclosure statement

\_\_\_\_ Work Summary worksheet

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Applicant (please print name)

Date

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Applicant Signature

Date