50 – 50
Historic Architectural Rehabilitation Grant

APPLICATION DEADLINE: FRIDAY, March 31, 2017, 5:00 P.M.

The city also offers a low-moderate income 75-25 grant opportunity with the Historic Architectural Rehabilitation Grant Program. If you are interested in this program, we encourage you to review the 75-25 program details to determine your eligibility.

This packet contains the following information to assist your completion of the 2017 Historic Architectural Rehabilitation Grant Application for the 50-50 Program:

A. Eligible Properties
B. Application Process
C. Eligible Projects
D. Project Evaluation
E. Inspections
F. Agreements
G. Grant Project Work
H. Payment of Grant Fund

The intent of this grant program is to emphasize the special architecture of Elgin's historic districts and landmarks. Grants will be awarded for rehabilitation work to highlight this uniqueness, not for compliance with the basic minimum property maintenance codes.
(See Section C for eligible project details.)

A. ELGIBLE PROPERTIES

Properties must meet the following qualifications:

1. The property must be a residential structure, 50 years or older, located within a historic district designated by City ordinance or a residential structure registered as an Elgin landmark by City ordinance.

   Residential property owners within the following historic districts and landmarks are eligible to apply:

   Elgin Historic Districts
   - Elgin Historic District (Gifford Park)
   - Spring-Douglas Historic District
   - Elgin National Watch Historic District
   - D.C. Cook/Lovell Area Historic District
   - Elgin Bungalow Thematic Historic District

   Elgin City Landmarks
   - Properties designated by the Elgin City Council
2. The property must contain no more than four dwelling units.
3. The property owner must be at least eighteen years of age.

2017 PROGRAM HIGHLIGHTS

- Reimbursement - 50% up to $20,000 maximum
- Minimum total project cost to qualify - $5,000
- Minimum of 2 cost estimates must be submitted with the application
- Certificate of Appropriateness (COA) approval is encouraged prior to application submittal
- Competitive grant – projects are ranked according to set criteria
- Project completion time - 18 months
- Taxable Grant

B. APPLICATION PROCESS

Complete the application form. It is recommended that applicants provide City Staff with detailed photos of the property prior to submitting an application. While this is not required, it may allow Staff to provide a preliminary opinion on the type of work proposed.

Attach supporting documentation to the application form including the following:

- Project Summary: A successful project summary will include design and material specifications that correspond with the City of Elgin's Design Guideline Manual. *(Copies of the Guidelines are available online at www.cityofelgin.org or at the City of Elgin's Community Development Department.)* Applicants are responsible for writing their project summaries; however, the City's historic preservation staff is available to provide guidance.

  PROJECT SUMMARIES THAT ARE VAGUE AND LACK DETAILED SPECIFICATIONS WILL BE RETURNED TO THE APPLICANT FOR REVISION.

  Applicants should share their detailed project summaries with their selected contractors.

  - **Example of an *incomplete* project summary description:** Front porch reconstruction includes replacement of handrails, stairs, and columns.

  - **Example of a *complete* project summary description*:*** ***(Tip: When writing your description, please provide enough details so that the reader would be able to build your project directly from your description. It should include dimensions, design details, etc.)***

    The front porch will be reconstructed in wood, primed and painted and installed as follows:

    Flooring:
    - 1 x 4 tongue and groove, Douglas Fir

    Stairs:
    - Constructed in 5/4" thick lumber
    - Treads will be bull-nosed with 1" overhang on three sides, min. 10" wide.
    - Risers, max. 7 3/4", flush with stringer.

CERTIFICATE OF APPROPRIATENESS (COA)

To further assist applicants in ensuring project compliance with the city's Design Guidelines, it is preferred that applicants obtain COA approval from the Design Review Subcommittee (DRSC) prior to submitting a grant application. (Regardless of approval, a COA application must still be completed with your grant application.)

The DRSC meets on the 2nd and 4th Tuesday of each month at 6:00 p.m. at City Hall in the Council Chambers. Property owner representation is required.

Please note: applicants should do everything possible to ensure that their project specifications are complete and that they have discussed their project with staff prior to the DRSC meeting. Although COA approval is not guaranteed, the results of the DRSC meeting and suggested revisions will further assist the applicant with developing their project summary.

Grant application deadline: MARCH 31, 2017.

Handrails:
- Minimum 30" but no more than 36" in height above finished floor (AFF).
- Top rail will be 2x4 with chamfered top at a minimum of 30" but no more than 36" AFF.
- Bottom rail will be 2x4 with chamfered edges, 2" AFF.
- Balusters will be 2x2's with 3" cove at top, and spaced no more than 3" on center. To ensure that the balusters have straight corners rather than round corners, the balusters will be cut from 4x4s.
- Newel posts will be 6x6 chamfered posts with 1x4 wrapping and have a ball cap, minimum of 5".
- The newel posts will be attached to the bottom riser.

Skirting:
- The skirt frame will be 1 x 6 with a 1x4 lower board.
- The vertical skirting board will be 1x4 and installed behind the frame, 1" spacing with 8" header.

- Estimates:

A. ***If you intend to hire a contractor*: A minimum of two cost estimates from contractors which includes the following documentation must be submitted with your application:**

1. Renovation, Repair and Paint (RRP) Certification (*this is an Environmental Protection Agency (EPA) required certification of contractors*);
2. Insurance Certificate (Comprehensive Liability, Worker's Compensation, if applicable, and Completed Operations Insurance);
3. Contractor Letter of Warranty, 3-year minimum.

Please allow ample time to obtain your contractors' estimates and the required certifications.

Contractor estimates that do not have the above documentation will be considered invalid and you will be required to obtain another estimate. This information MUST BE provided prior to the grant application deadline. **There will be no exceptions**.

B. ***If you intend to complete the project on your own*: Only material costs will be reimbursed.**

Please submit a cost estimate for proposed materials to be used. **Your estimate must itemize all anticipated materials. General cost estimates will not be accepted.**

- Drawings with dimensions and specifications

A drawing or historic photos which clearly provide details pertaining to **measurements and materials** should be attached to your application AND/OR a written scope of work. Drawings should include a Plat of Survey, plans, elevations and construction details. Please note that your project needs to comply with the city's building and zoning codes and consultation with city staff to assure that your proposed project meets the requirements is encouraged.

- Color photographs must be included with the application. Submitted photographs must be current (taken in 2017). *Digital format is acceptable and encouraged. Digital photos should be clearly labeled as per the photograph submittal instructions below.*

When submitting your photographs, please include the following identification.

1. Photographs of each building elevation marked North, South, East, and West.
2. Photographs of architectural features and the entire building must be submitted.
3. Photographs **must be clearly marked to identify the proposed project area(s).**
4. Historic photographs, if available, should also be included.

C. ELIGIBLE PROJECTS (Funding is available for exterior work only)

The focus of the grant program is the historic rehabilitation and restoration of exterior residential architectural details.

1. **Proposed work to structure-** the following categories are listed in order of funding priority.

- Complete reconstruction of missing features.
  (**Example:** Such as front/side porches, parade porches, towers, turrets and carriage houses based on original evidence and designs.)

- Removal of multiple non-original inappropriate features and restoring these with original details and materials on significant elevations.
  (**Example:** More than one of the following: Removal of non-original aluminum/vinyl siding to restore the original underlying cladding, while restoring any original window openings and ornamental features; opening an enclosed porch or replacement of concrete stoop/porch with original materials and detail; siding restoration with appropriate trim detailing; replacing inappropriate asphalt shingle with cedar, metal or tile; installation of half round gutters and round downspouts, installation of original material storm windows and screens; or replacing an exterior or storm door with one of the correct period and style design.)

- Removal of an individual non-original inappropriate features and restoring to original detail and material.
  (**Example:** Removal of vinyl or aluminum windows and replacement with wood windows.)

- Repairing/stabilizing deteriorated existing features and reusing existing architectural elements.
  (**Example:** Porch overhaul utilizing new structural lumber and decking but conserving column/posts, spindles/balusters, and brackets, using epoxy consolidates or other methods; window overhaul using epoxy consolidates or other methods.)

- Upgrade deteriorated materials with new appropriate materials.
  (**Example*:*** New wood windows, new wood door, roof upgrade to wood, slate, tile shingles as appropriate to the style of the house.)

- Restoration of original paint schemes to a style that is compatible with the style of the house.

Example INELIGIBLE PROJECTS include:

- Ongoing maintenance items (minor repair, scraping and painting, minor tuck pointing, roof replacement).
- Decks and fences.
- Landscape and plant material, sidewalks, driveways, retaining walls, and other site features.

- The use of substitute material in siding.
- Aluminum and vinyl extruded or clad windows; storm windows and doors.
- Flush mounted, ogee, K-style gutters in aluminum or plastic.

D. PROJECT EVALUATION

Applications will be scored and ranked according to the criteria for selection process, as set forth by the Elgin Heritage Commission and as identified below. (A copy of the criteria and scoring system is attached to the application form.)

1. **Current historic/architectural significance of the structure-** The significance of a property will be scored using professional surveys undertaken in the historic districts. Properties are rated Significant, Contributing, or Non-Contributing. Additional points will be awarded to a structure for work that will elevate the status, from non-contributing to contributing.

2. **Evaluation of relative visual public benefit or impact to the streetscape:** anticipated change in appearance after completion of work will be rated.

3. **Occupancy -** Owner occupied homes score higher than rental properties.

4. **Applications will be reviewed and scored by the Heritage Commission's Grant Review Subcommittee. Upon completion of the review of applications, a list of eligible recipients ranked in order of points scored, will be transmitted to the Elgin City Council for final approval.** After approval of selected grant projects by the City Council, property owners will be contacted to determine if they wish to proceed with the grant project.

E. INSPECTIONS

Prior to final payment of grant funds, properties participating in the grant program must be fully compliant **on the exterior of the property** with all applicable codes. The Community Development Department will perform inspections as outlined below.

1. **Initial code inspection**: Before the grant agreement is signed, an inspector of the Community Development Department will inspect the property to determine existing code violations. This inspection will be carried out in addition to the evaluation of the proposed work. The property owner will be notified of outstanding code violations. These will generally need to be corrected within the time allocated by the Community Development Department. If an extension is required, please contact the Code Enforcement Officer who conducted the inspection. When major rehabilitations are being done, the Community Development Director may be able to grant an extension upon review of the applicant's request.

2. **After completion of the project, a follow-up code inspection** done to ensure that violations are corrected prior to disbursing the funds.

   If the grant work is completed, and other code violations exist which were not identified during the first inspection, additional time for correction will be allowed. The time will be determined by the Community Development Department, or designee, not to exceed a maximum of 90 days.

   Note: If a project is not completed in the stipulated amount of time or withdrawn by the applicant, all code violations on the exterior of the property determined at the initial code

inspection and/or any subsequent inspection will still require corrective actions. The time limit allowed for compliance with the property maintenance codes will be determined by the Code Enforcement Officer.

F. AGREEMENTS

1. **Grant Agreement**: The selected participants will need to undertake a Grant Agreement with the City of Elgin. *Grant Agreements must be signed and returned within 30 days*. If the city does not receive the signed agreement, the grant award will be forfeited, and funds will be transferred to the next project on the waiting list. There will be no exceptions.

2. **Term of Grant Agreement**: Property owners participating in the grant program have 18 months from the time of signing the agreement to complete the grant project.

3. **Corrective Action(s) for Code Violations**: If the project is a major rehabilitation, an inventory of existing current code violations on the exterior will be conducted. Extensions on corrective actions may be determined by the Code Enforcement Officer; however, the final grant payout will not be made to a grant recipient until the violations are corrected.

G. GRANT PROJECT WORK

1. Beginning the project: Grant project work as reviewed by the Elgin Heritage Commission and approved by the City Council may commence after the Grant Agreement has been signed, and necessary Building Permits issued.

2. All grant project work carried out to the exterior of the structures on the property must conform to the Elgin Design Guideline Manual and be approved through a Certificate of Appropriateness (COA).

3. Upon receipt of the signed Grant Agreement, applicants will have 180 days to receive approval for a Certificate of Appropriateness and/or submit a change in scope request. In the event that the applicant does not obtain the COA approval within the allotted time, the grant will be forfeited and the funding will be re-allocated to the next project on the waiting list. The grant recipient is responsible for filing the application for a COA and supporting documentation.

4. Should the COA be denied, the applicant may submit a plan for a modified project, which will be reevaluated based upon the criteria above. If the modified project qualifies for funding under the budget cycle, the grant allocation will then be modified to reflect the modified project but would not exceed the original allocated amount. If the modified project fails to qualify, then the grant funds will be forfeited and the next selected recipient will be invited to participate in the program. **However, all outstanding code violations will need to be corrected in the time determined by the respective Code Enforcement Officer.**
   Please note: If the proposed work requires approval from the Elgin Heritage Commission's Design Review Subcommittee, an application will be presented at the first available meeting. The Design Review Subcommittee meets the 2nd and 4th Tuesday of each month at 6:00 p.m. in the City Council Chambers. The applicant or a property representative is required to be in attendance.

5. Time period to complete grant project: Grant participants have 18 months to complete all the work as originally approved under the agreement. If the grant work has not been completed within the 18 month time period, the grant funds will be forfeited unless additional time, not to exceed 90 days, is granted by the Community Development Director or designee.

6. Progress reports will be mailed out to grant recipients on a quarterly basis and to identify any potential timing problems before they arise.

7. Final evaluation of grant project: Upon completion of the grant project, an evaluation of the work will be carried out by the appropriate City Staff together with any additional code inspections.

H. PAYMENT OF GRANT FUNDS

1. Payment of grant funds will be made once the grant project is completed within the stipulated 18 months and the exterior of the property is made fully code compliant.

2. The grant recipient's payment request must include proper proof of payment to the contractors/vendors, together with statements of completion or waivers of lien. Payment will not exceed the original amount allocated at the time of approval of the project.

3. **No advance payments will be made. Partial reimbursement** may be allowed if the work includes discrete and *separate* improvements, and if the applicant's financial ability to participate in the program is dependent upon partial payment; for example, a porch restoration project that involves 1) replacement of stairs, 2) re-flooring the porch, and 3) reconstruction of porch column and railing details). **Prior to partial payout, the project component *must be completed*. Additionally, the grantee will be required to submit copies of paid receipts and contractor's lien waiver with their payment request. The City will retain 25% of the allocated funds until the entire project is completed and the exterior is fully code compliant**. Only one 90-day time extension will be permitted. If a project remains incomplete after the extended deadline, the grant recipient will forfeit all funding and must repay any partial payments received. A property lien may be placed upon the property until such time as the re-payment is made to the City.

4. All 50/50 grants are considered taxable income and the grant recipient will receive a 1099 form from the City of Elgin for income tax preparation purposes.

For more information on the Historic Architectural Rehabilitation Grant Program please contact:

Christen Sundquist, Historic Preservation Planner
Community Development Department, 150 Dexter Court, Elgin, Illinois 60120
www.cityofelgin.org • Sundquist_C@cityofelgin.org • 847-931-6004

APPLICATION DEADLINE: MARCH 31, 2017 AT 5:00 P.M.

ELGIN HISTORIC ARCHITECTURAL REHABILITATION GRANT PROGRAM
50/50 – Year 2017

APPLICATION COVERSHEET

Please review the grant program guidelines attached to this application.

There is no fee for the application

Boxes must be marked to confirm that you have included the requested information with your application. ***If boxes are not clearly marked and the requested documentation is missing, your application will be deemed incomplete and returned to you*. It is the applicant's responsibility to ensure that the application is complete. ALL information must be submitted by the application deadline. *NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER THE MARCH 31, 2017 DEADLINE*.**

Applications should be submitted to the Community Development Department, Attn: Christen Sundquist, City of Elgin, 150 Dexter Court, Elgin, IL 60120.

- ☐ Completed Application Form
- ☐ If applicant is not the property owner, a letter of consent authorizing the grant application and proposed changes to the property.
- ☐ Proof of ownership of the Subject Property.
  - ☐ Property Warranty Deed, mortgage statement or title insurance document; or most recent property tax statement.
- ☐ Copy of homeowner's insurance policy statement.
- ☐ Copy of current mortgage statement.
- ☐ Verification of property owner identification
  - ☐ Copy of Driver's License
  - ☐ Social Security Card.
- ☐ Copy of current rental license (if applicable).
- ☐ Signed property maintenance inspection permission form.
- ☐ Signed W-9 Form
- ☐ C.O.A. application. You must submit a completed application. It is preferred that you also proceed with obtaining COA approval from the Design Review Subcommittee. (Please see application guidelines.)
- ☐ Current photographs (taken in 2015) of each house elevation clearly labeled as North, South, East, and West.
- ☐ Detailed photographs of proposed project area(s).

Select one of the two project options:

- ☐ **Option 1: Project performed by Contractor**

  Bid #1
  - ☐ Estimate
  - ☐ RRP certification.
  - ☐ Certificate of Insurance.
  - ☐ 3-year minimum warranty.

  Bid #2
  - ☐ Estimate
  - ☐ RRP certification
  - ☐ Certificate of Insurance.
  - ☐ 3-year minimum warranty.

- ☐ **Option 2: Project performed by property owner** (material costs reimbursed only)
  - ☐ Material itemized estimate (only one is required for each project component).

Acknowledgement

I/We hereby represent that the information contained in this application and documentation provided is true and correct to the best of my/our knowledge.

Applicant's Signature:_____ Date: _____

Owner's Signature:_____ Date:_____

(**If different from the applicant**)

ELGIN HISTORIC ARCHITECTURAL REHABILITATION GRANT PROGRAM
50/50 - Year 2017

PLEASE PRINT ALL INFORMATION

PART 1

Address of Property to be Rehabilitated_____, Elgin, IL Zip:_____

Applicant Name: _____

Daytime Telephone:(____)_____ Email: _____

NOTE: *If the applicant is not the owner, he/she must be authorized by the owner to commit to changes proposed on the property. A signed letter from the property owner authorizing the grant application submittal must be included with your application.*

Eligible grant application properties are those that are either located within Elgin's four (4) historic districts or have been designated as individual landmarks. Please check one of the two options below.

☐ My property is an Individual Landmark (located outside of Elgin's historic districts). Please identify the historic name of the building and its original construction date (if known):
_____.

☐ My property is located within a Historic District. Please identify the District:

☐ Elgin Historic District ☐ Spring–Douglas Historic District
☐ Elgin National Watch Historic District ☐ DC Cook/Lovell Area Historic District
☐ Bungalow Thematic Historic District

☐ My application includes a request for an additional $2,500 Exterior Paint Grant. Selected colors must be attached to your application and approved by staff.

Have you ever received a Historic Rehabilitation Grant for this property? ☐ yes ☐ no
If yes, please identify the year(s) and project: *Ex: 2010, Porch Restoration*
_____. *If your property has been awarded two grants within the past five years, your project is ineligible for funding.*

PART 2

Do you live on the property? ☐ Yes ☐ No

To substantiate property ownership information, please submit copies of any one (1) of the following:

☐ Property Warranty deed
☐ Most recent property tax form
☐ Land contract registered with the County

Number of dwelling units on property. ☐ 1 ☐ 2 ☐ 3 ☐ 4 (If more than 4, project is ineligible.)

Number of Street Frontages. ☐ 1 ☐ 2 ☐ 3

(If more than one, please name the streets that the property fronts onto.)

Street Names:_____

PART 3

Please describe the work you propose to undertake on the exterior of the property. This should include changes and alterations to the building(s), and must itemize all features to be removed and/or added. Indicate the type of material to be used when replacing features. Please see Section B, Page 2 of the application's guidelines for details on how to write your project summary. *(Use additional pages as necessary.)*

PART 4

Please provide a brief description of each item of work you are proposing. Next to the description for each item, list the estimated cost for completion provided by each of your two contractors. List the name of the contractor who provided each estimate beneath the cost.

- **Applications will not be considered unless a minimum of two contractors estimates (or one material estimate if you are doing the project on your own) are submitted for each item of work.** When submitting your contractors' estimates, you must also request and include the following documents from your contractor:
  1. Renovation, Repair, and Painting (RRP) Certification *(For more information see: www2.epa.gov/lead/renovation-repair-and-painting-program).*
  2. Three-Year Minimum Warranty Letter.
  3. Certificate of Insurance.
- **If you plan to complete the project on your own, you must include an itemized estimate for materials. Only materials will be reimbursed.**

Item #	Description of Work	Cost - Estimate # 1 ($) Contractor Name	Cost - Estimate # 2 ($) Contractor Name
1.		**Cost: $**	**Cost: $**
		Name:	**Name:**
2.		**Cost: $**	**Cost: $**
		Name:	**Name:**
3.		**Cost: $**	**Cost: $**
		Name:	**Name:**
4.		**Cost: $**	**Cost: $**
		Name:	**Name:**
5.		**Cost: $**	**Cost: $**
		Name:	**Name:**
6.		**Cost: $**	**Cost: $**
		Name:	**Name:**
7.		**Cost: $**	**Cost: $**
		Name:	**Name:**
8.		**Cost: $**	**Cost: $**
		Name:	**Name:**
9.		**Cost: $**	**Cost: $**
		Name:	**Name:**
10.		**Cost: $**	**Cost: $**
		Name:	**Name:**
	Total Cost of Project*	$	

*For Staff use only. Total cost will be determined by using the lowest reasonable bid for each item of work. This information will not affect your choice of contractor.

2017 HISTORIC ARCHITECTURAL REHABILITATION GRANT
50/50 Program

Property Address: _____ Total Points: _____

CITY OF ELGIN HERITAGE COMMISSION/STAFF USE ONLY	
1. Current Historic Significance of the Structure	**Points**
Historically/Architecturally Significant property	9
Contributing	6
Non-contributing	3
The following points will be granted to a property if changed from:	
Non-contributing to significant	12
Non-contributing to contributing	10
Contributing to significant	9
Notes: points not to exceed 15 total for the Section.	
2. Proposed Work to the Structure ***Partial points may be given in more than one category; however, the total points allotted under Section 2 cannot exceed 50 points.*** <u>Complete reconstruction of missing structures/features</u> using original documentation like photographs, maps, etc., using materials to match original: (Examples: Front/side porches, parade porches, towers, turrets and carriage houses based on original evidence and designs.) 40 ……..50	
<u>Removal of multiple non-original inappropriate features and restoring all with original details and materials on significant elevations</u>. (Example: More than one of the following: Removal of non-original aluminum/vinyl siding to restore the original underlying cladding, while restoring any original window openings and ornamental features; opening an enclosed porch or replacement of concrete stoop/porch with original materials and detail; siding restoration with appropriate trim detailing; replacing inappropriate asphalt shingle with cedar, metal or tile; installation of half round gutters and round downspouts, installation of original material storm windows and screens; or replacing an exterior or storm door with one of the correct period and style design.) 30 ……..40	

<u>Removal of individual non-original inappropriate features and restoring to original detail and material:</u> (Example: Removal of vinyl or aluminum windows and replacement with wood windows.) 20 ……..30	
<u>Repairing/stabilizing deteriorated existing features and reusing existing architectural elements.</u> (Example: Porch overhaul utilizing new structural lumber and decking but conserving column/posts, spindles/balusters, and brackets, using epoxy consolidates or other methods; window overhaul using epoxy consolidates or other methods.) 10 ……..20	
<u>Upgrade deteriorated materials with new appropriate materials</u> (Example: New wood windows, new wood door, roof upgrade to wood, slate, tile shingles as appropriate to the style of the house.) 5 ……..10	
<u>Continuing Maintenance:</u> Continuing Maintenance items will not be considered unless included with other comprehensive rehabilitation or restoration projects. (Example: Cleaning, re-pointing, scraping and painting, porch handrail repair, glazing and glass replacement while retaining original sashes, replacing deteriorated materials with new appropriate materials different from the original, use of architectural composition asphalt shingles) 0 ……..5	
3. Evaluation of relative visual public benefit or impact to the streetscape Issues such as visibility and location within the neighborhood, and anticipated change in appearance after completion of work will be considered. The item will be evaluated on a scale of 1 to 30. (low impact) 1……15……..30 (high impact)	
4. Occupancy Owner Occupied Rental Property	 5 3

<u>Minimum points required to qualify for grant award</u> ***<u>40</u>***

COA Application for Certificate of Appropriateness

Planning and Neighborhood Services Department, City of Elgin, 150 Dexter Court, Elgin, IL 60120
Phone: (847) 931-5920 Fax: (847) 931-6790 www.cityofelgin.org

Address of Property _____

Applicant ☐ Owner ☐ Lessee/tenant ☐ ☐ Contractor
Other

Name _____ Phone: ( ) _____
Address _____ Cell: ( ) _____
City _____ State _____ Zip _____

Homeowner Information

Name _____ Phone: ( ) _____
Address _____ Cell: ( ) _____
City _____ State _____ Zip _____

Description of Proposed Work ☐ Exterior Repair ☐ New Construction
☐ Demolition of Structure ☐ Relocation of Structure

_____
_____
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_____

ADDITIONAL REQUIRED DOCUMENTATION:

- ⇨ For **EXTERIOR REPAIR** (ie. fences, driveways, retaining walls) please attach a plat of survey.
- ⇨ For **NEW CONSTRUCTION** (ie. additions, porches, decks, sheds), please attach an architectural drawing, plat of survey, photographs, and/or relevant sample materials/literature.
- ⇨ For **DEMOLITION OF STRUCTURE**, please detail the structure's condition and reason for demolition.
- ⇨ For **RELOCATION OF STRUCTURE**, please detail where and why the structure will be moved, attach photographs and site plan.

Please Note:

1. All work must conform to the regulations set forth in the City of Elgin Design Guideline Manual for Landmarks and Historic Districts 2008, Illinois Codes and City ordinances.
2. The COA is provided at no cost. Building Permit(s) may be required in addition to a COA. *All COA approvals expire **6 months** from approval date.*
3. Extensions of a COA may be granted upon submission of proper documentation.
4. On Completion of Work, I/we agree to notify the Historic Preservation Coordinator at (847) 931-6004 to schedule an inspection of the property.
5. The undersigned owner or occupant of the dwelling referenced above has read and understands the content of this notice and voluntarily consents to an exterior inspection of the dwelling by the City of Elgin Historic Preservation Specialist for the purpose of verifying existing conditions and taking photographic evidence, and/or measurements to confirm those conditions.

Signature of Applicant _____Date_____

COA APPROVAL for: _____

Planning & Preservation Coordinator: _____

Approval Date: _____COA No._____ Permit No. _____

COA APPROVAL for: _____

Planning & Preservation Coordinator: _____

Approval Date: _____ COA No. _____ Permit No. _____

COA APPROVAL for: _____

Planning & Preservation Coordinator: _____

Approval Date: _____ COA No. _____ Permit No. _____

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ► ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here **Signature of U.S. person ►** **Date ►**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you should use the requester's form. However, this form must meet the acceptable specifications described in* ***Pub. 1167,*** *General Rules and Specifications for Substitute Tax Forms and Schedules.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under **4** above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);

2. The United States or any of its agencies or instrumentalities;

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or

5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;

7. A foreign central bank of issue;

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;

10. A real estate investment trust;

11. An entity registered at all times during the tax year under the Investment Company Act of 1940;

12. A common trust fund operated by a bank under section 584(a);

13. A financial institution;

14. A middleman known in the investment community as a nominee or custodian; or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15.**

If the payment is for . . .	**THEN the payment is exempt for . . .**
Interest and dividend payments	All exempt recipients except for **9**
Broker transactions	Exempt recipients **1** through **13.** Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients **1** through **5**
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients **1** through **7** [2]

[1] See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: *See the chart on page 4 for further clarification of name and TIN combinations.*

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5,** Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at **www.ssa.gov/online/ss5.html**. You may also get this form by calling 1-800-772-1213. Use **Form W-7,** Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4,** Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at **www.irs.gov**.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: *Writing "Applied For" means that you have already applied for a TIN* ***or*** *that you intend to apply for one soon.*

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in **1** through **5** below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item **2** of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8837	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] **You must show your individual name,** but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

PERMISSION TO PERFORM INSPECTION OF PREMISES TO VERIFY COMPLIANCE WITH CITY OF ELGIN ORDINANCES

Property Address: _____

Section PM-105.3, Section 1.16.010 and Section 6.37.110 of the *Elgin Municipal Code* authorize City of Elgin code enforcement officers to enter property at reasonable times to inspect the premises for the enforcement of city ordinances. If entry is refused, the code enforcement officer is authorized to apply to the court for an administrative search warrant authorizing an inspection of the property.

The undersigned owner or occupant of the dwelling referenced above has read and understands the content of this notice and voluntarily consents to an inspection of the premises by the City of Elgin code enforcement officers for the purpose of verifying compliance with the City of Elgin ordinances and also consents to any follow-up inspections that may be conducted by the code enforcement officers to confirm that any code violations identified during the initial inspection have been corrected.

PERMISO PARA HACER INSPECCIÓN DE PROPIEDAD PARA VERIFICAR COMPLACENCIA CON ORDENAZAS DE LA CIUDAD DE ELGIN

Sección PM-105.3, Sección 1.16.010 y Sección 6.37.110 del *Elgin Municipal Code* autorizan a los oficiales de códigos de la Ciudad de Elgin entrar a propiedades a horas razonables para inspeccionar el local para hacer cumplir las ordenanzas de la Ciudad. Si es negada la entrada, el oficial de códigos está autorizado aplicar a la corte para un orden administrativo de juez autorizando inspección interior de la vivienda.

El dueño u ocupante señalado aquí abajo de la vivienda referida arriba ha leído y comprende el contenido de esta noticia y voluntariamente da consentimiento a inspección de la propiedad por el oficial(es) de códigos de la Ciudad de Elgin para el propósito de verificar complacencia con ordenanzas de la Ciudad de Elgin y cualquier consiguientes inspecciones que sean conducidas por el oficial(es) de códigos para confirmar que cualquier violación identificada durante la inspección inicial se haya corregido.

Owner or Occupant of Dwelling (Dueno u Ocupante de Vivienda)

_____ **Date:** _____

Tenant Name

_____