

Business District Service Occupation Tax Revenue Application



Hospitality Improvement Zone (HIZ) Business Development District (BDD) Business Improvement Program

Program Purpose and Benefits:

The Business Improvement Program (the "Program") provides the use of public funds generated by the Business District Service Occupation Tax to assist in private improvements to properties located within Hospitality Improvement Zone (HIZ) Business Development District (BDD). The Program applies to all commercial property¹ that is located within the BDD (see attached map).

The Program is intended to encourage owners and business tenants of existing properties to restore or renovate their buildings, in order to improve the area's physical character and enhance the aesthetics of the commercial environment.

Program's Goals

1. Beautify the area by improving the building facades.
2. Enhance commercial growth in the HIZ BDD.
3. Encourage redevelopment and reinvestment.
4. Increase community pride.
5. Add significant physical improvements to the aesthetics of the property.
6. Improve the accessibility and life safety issues of the properties in the District.
7. Create a unique and distinct place.

Project Eligibility:

The HIZ BDD Business Improvement Program applies to commercial properties that meet the geographic requirement listed below. In order to apply, all of the following conditions must be met:

- Property must be located in the HIZ BDD;
- 50% of the cost associated with the renovation of the property must be attributed to façade of the business;
- Applicants business must generate Business District Service Occupation Tax Revenue;
- Property may not have any outstanding code violations;
- Payment of all property taxes and/or assessments, general and special, must be current;
- Property must be zoned for commercial/mixed-use and/or operate under a current legal commercial/mixed-use for the property²;

² The City of Peoria Community Development Department is an available resource to confirm a property's current legal use and can be contacted at (309) 494-8600.

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- Neither the owner of record, the occupants nor any of its principals may be in default of any obligations to the City of Peoria, including but not limited to, fines, ordinance violations and debts or otherwise.

Eligible BDD Projects:

- Renovation cost associated with Life Safety;
- Renovation cost associated with bringing the property into ADA compliance or improving accessibility;
- Development cost associated with new taxable private development and/or,
- Façade and street improvements.

Improvements must be fixed and comply with all City of Peoria zoning and building code requirements and must in all instances be initiated and done only pursuant to any and all applicable permitting as required by the City of Peoria's ordinances. Improvements must also comply with the Land Development Code, adopted by City Council.

Project eligibility will be determined by the City of Peoria Economic Development Division (EDD) and Finance Department, who will also issue a recommendation for approval or denial. For projects requesting less than \$10,000 in city funds, final approval will be granted by the Economic Development Division and the Director of Finance. Requests of \$10,000 or more will require approval from the City Council. EDD, and/or the City Council reserve the right to decline any application request during initial review process of proposed plans in its sole and exclusive discretion, with or without cause.

Eligible applicants include owners of commercial property that meet the criteria listed above. Those business occupants who are tenants of commercial/mixed-use buildings in the area are also eligible to participate in the BDD Business Improvement Program, if the property owner's consent is in writing (Form B1 or B2).

The applicant must obtain and attach to the Final Application no less than one written cost estimate for improvements \$1,000 or less to be performed from licensed³contractors. The applicant must obtain and attach to the Final Application two written cost estimates for improvements \$1,000 or more to be performed from licensed contractors. An estimate, however, must be submitted for each proposed improvement. The City of Peoria reserves the right to request additional contractor estimates.

If the improvements are within the capabilities of the property owner, then work may be completed by the owner. Business tenants are also eligible to complete the property's improvement. However, if the tenant performs the work, the tenant must obtain the property owner's written consent for improvements, financial assistance and compliance. (Form D1 or D2). In either case in which the property owner or business tenant is completing the improvements, no less than one written cost estimate from another licensed contractor must be submitted and attached to final application, regardless of improvement costs. Restrictions presently or subsequently determined by the EDD and/or City Council in its sole and exclusive discretion may apply depending on the type of improvements proposed.

Eligible Improvements:

The following list contains eligible improvements which may be included under the Business Improvement Program for assistance:

³ The City of Peoria does not require licensing for general contractors, however, the following types of contractor(s) and/or subcontractor(s) require licensing- electrical, heating and cooling, sidewalk and driveway, parking lot paving, sewer connector and house mover.

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- Architectural costs incurred in the project's design;
- Doors: Installation, repair and/or replacement of doors and hardware to provide public access, or where current doors do not meet the building or fire codes or it will improve the overall appearance of the building;
- Painting: Painting of the exterior surface of building;
- Fencing: Decorative fencing for pedestrian plazas or courtyards;
- Facia/Gutters/Downspouts: Replacement or repair of facia, gutters and downspouts;
- Shutters/Awnings/Canopies: Repair, replace or addition of exterior shutters, awnings or canopies;
- Signs: New, repair, replacement or removal of exterior signage;
- Stairs, Porches, Railings, Exits: Repair, replacement or installation of interior and exterior stairs, porches, railings and exit facilities;
- Walls: Repair or rebuilding of exterior walls, including cleanings (wall and/or brick), sealing, painting, etc.;
- Windows: Repair of frames, sills, replacement of glass and installation of new windows;
- Roofs: Repair and/or re-roofing where the effects of the repair will be visible from a public street or public parking lot;
- Walkways: Restoration or replacement of deteriorated or hazardous sidewalks, pavers, plazas or other permanent improvements designed primarily for pedestrian use;
- Lighting: Repair, replacement or installation of exterior building and sign lighting;
- Landscaping: Limited to perennial plantings, such as trees and shrubs; construction of planter or window boxes permanently affixed to the building is included;
- Removal of materials: Removal of any inappropriate or incompatible exterior finishes and materials.
- Private sidewalk replacement or repair except as specified in the eligible improvements;
- Sprinkler systems- interior and exterior;
- Building security systems- interior and exterior;
- Electrical wiring or service upgrade, except electrical work necessary to illuminate an eligible sign;
- Elevator installation and
- Interior floor, wall, flooring and/or ceiling replacement or repair.
- Improvements to create greater accessibility of compliance with ADA requirements, such as renovations to bathrooms.
- Improvements that improve the safety of occupants.

All improvements must be permanently affixed to the building. Parking lot improvements on existing parking facilities for the property may be included as an element based on the total improvements.

The following list contains items NOT eligible for grant assistance through the Business Improvement Program under any circumstances whatsoever:

- Acquisition of land or buildings;
- Building permits fees and related costs;
- Title reports and legal fees;
- Extermination of insects, rodents, vermin and other pests;
- Refinancing of existing debt;
- Working capital for business;
- Aluminum or vinyl Siding: Installation, repair and/or replacement of aluminum or vinyl siding and
- General repair/maintenance work not contributing to the overall exterior impact of the building.

Improvements not specifically listed as eligible or ineligible are subject to review as to their eligibility or ineligibility by the EDD and/or City Council in its sole and exclusive discretion.

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Funding:

The BDD Business Improvement Program will be funded by the Business District Service Occupation Tax at a rate of (1.0%) on the gross receipts from sales. The tax is generated to solely finance rehabilitation, façade improvements and other improvements to strengthen Peoria's hospitality district. In order for a business to seek reimbursement of the Business District Service Occupation Tax, it must make eligible improvements to the property and all improvements must be permanently affixed to the building. If businesses or property owners do not have any eligible cost associated with improvements as outlined in the HIZ BDD Program, they are not eligible to receive the taxes collected.

Program Funding Cycle:

- On March 31 of every year, a report of the taxes collected in the previous year will be made available to the applicant upon request;
- The applicant has from April 1st thru June 30th to submit an application for use of funds;
- The applicant has until December 31st to complete the project and to turn in receipts;
- The applicant may apply for assistance every year and
- If the applicant has unreimbursed cost from a prior year, he/she may request to be reimbursed for those costs. The applicant must submit a request for prior year(s) unreimbursed cost every year.

Please note: Any potential applicant that does not submit an application by June 30th will forfeit any right to access funds from the prior year. The City will utilize any unclaimed funds at its sole discretion within the rules set forth in applicable laws.

Approval of Business Improvement Program Applications

Interested applicants whose project would meet the Program's requirements should contact the EDD to receive and complete a Preliminary Application (Form A). EDD will review the Preliminary Application to ensure program compliance. It is strongly recommended that the applicant attend the City of Peoria One-Stop Shop Meeting, prior to or after submitting the Pre-Application to EDD, to discuss the proposed improvements.⁴

If a Pre-Application is denied by EDD, the specific reasons for denial will be conveyed to the applicant. The applicant will have to resubmit the application, addressing the EDD review reasons for denial. In the event the application is denied and/or re-denied, the property owner and/or business tenant can request to meet with the EDD to resolve all issues.

Upon review and approval of the Pre-Application by the EDD, the applicant will then be asked to submit a Final Application (Form C). Any suggested revisions provided by the EDD during the Pre-Application review process shall be incorporated into the Final Application for the project.

Final Application items include:

- Completed application form;
- Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s);
- Proof of property ownership (e.g. deed, title search, etc.) or written owner's consent and appropriate proof of that owner's ownership, if applicable;

⁴ The City of Peoria One-Stop Shop Meeting is held every Monday at 1:30 pm in City Hall, , Room 404. For more information, please call (309) 494-8600.

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- Proof of property/liability insurance;
- Site plan with elevations showing proposed improvements drawn to scale;
 - If proposed improvements, however, are to replace or maintain⁵ existing conditions, material descriptions and photographs are acceptable.
- Construction plan with materials, schedule and dimensions;
- Two attached contractor bids or one contractor bid if the work is to be completed by property owner or business tenant or improvements are \$1,000 or less;
- Final written cost estimates and name of the licensed contractor(s) chosen to perform the work;
- Copy of written contract(s) with contractor(s) if applicable;
- Landscape plan, if applicable and
- Signage plan, if applicable.

It is recommended that applicants retain the services of a registered architect or similarly qualified design professional to prepare plans, drawings and construction specifications for their entire project as needed for the application. However, only fees for services provided by a registered architect will be eligible to be included in the Business Improvement Program reimbursement funds.

The EDD will review the Final Application for completeness and compliance and will make a project recommendation. The EDD's recommendation shall be issued in writing and state the reason(s) for approval or rejection. Requests for less than \$10,000 in City assistance only need the approval of the EDD and Finance Department. If a project and its requested assistance is \$10,000 or more, the project and Final Application must be presented to the City Council for final approval and allocation of funds. EDD and the Finance Departments approval will accompany the Final Application that will be submitted to the City Council.

If the Final Application is rejected, the applicant may write a Letter of Reconsideration to EDD and/or the City Council requesting a second review of the Final Application if the reasons for denial are sufficiently addressed. A Letter of Reconsideration must be filed with the EDD.

Project Award

Following the review and approval of the Final Application by the EDD and, if necessary, the City Council, the applicant will receive and sign a Letter of Commitment stating the reimbursement amount, terms of the improvements, conditions for construction and any other provisions related to the project. The Letter of Commitment must be signed by the applicant and executed within 15 calendar days of the notification of the award. The applicant can then obtain the necessary building permits and any other applicable review processes. Department of Economic Development and/or the City Council reserve the right to request a copy of the building permit from the applicant at any time during project construction.

*Applicants should NOT start improvements before he/she receives notification of approval by the EDD and/or the City Council, the Letter of Commitment is signed and building permits are issued! Any work performed, materials purchased or contracts entered into prior to approval and a completed Letter of Commitment will **NOT** be eligible for assistance.*

EDD will have administrative approval of additional and/or incidental costs for a business improvement project after construction begins and will be able to amend the Letter of Commitment relating to the approved reimbursement grant amount up to 10% of the approved amount, provided that funds generated by the

⁵ Maintenance and/or repair improvements are considered as any improvements that do not require a structural, square footage and/or addition change to a building. For example, replacing a current entrance door is considered maintenance and/or repair, whereas, installing a new window opening or adding awnings to a building is not and would require a site plan. For more information, contact EDD (309) 494-8600.

Business District Service Occupation Tax Revenue Application

applicant business are sufficient to cover the additional cost. An amount higher than 10% of the approved amount for any additional and/or incidental costs must be approved by the entity the City Council.

Business Improvement Program assistance is limited to one time per fiscal year⁶ for each property. Funds are limited to the amount of Business District Service Occupation Tax Revenue collected from the 1% of the gross receipts from sales from the business. Business is defined by the building's storefront and corresponding address and PIN. The City of Peoria reserves the right to cancel the Program at any time, prior to approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

Enterprise Zone

In conjunction with the City's assistance, all properties that are eligible for this business improvement program are also located within the Enterprise Zone. The financial incentive specifically available for improvement projects is the Building Materials Sales Tax Exemption. Sales tax will be waived on building materials purchased within the State of Illinois for use in commercial properties located in the Enterprise Zone, provided a building permit has been issued and a Certificate of Eligibility has been obtained from EDD. Building materials can be used for remodeling, rehabilitation or new construction. Building materials are considered to be any items permanently affixed to real property. 100% of the 8.0% sales tax is waived.

Sales tax exemptions by qualified retailers to qualified buyers are made at the point of sale. The procedure is similar to any other non-taxable transaction. The retailer deducts the amount of sales tax on the monthly sales tax return (Form RR-1-A). Retailers must maintain records to substantiate the Enterprise Zone transaction, including a copy of the invoice and a signed purchaser's statement. The purchaser must present a Certificate of Exemption signed by the Enterprise Zone Administrator. Photocopies of the Certificate of Exemption are acceptable.

Construction

After the Letter of Commitment has been executed, applicant may award the construction contract and secure all necessary construction permits, if applicable. Applicant must notify the EDD of the construction start date and apply for a building permit within 30 calendar days of executing the Letter of Commitment. Construction must be completed within 180 calendar days (or as otherwise determined) upon notification to the EDD of construction commencement.

The City of Peoria will not be responsible in any manner whatsoever for the selection of a contractor. An applicant shall be responsible for determining contractor qualifications, quality of work and professional reputation. The applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. No employee of the City of Peoria may refer, recommend, not recommend or in any other way be involved in the selection of any contractor by owner and/or tenant.

Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved Final Application and its design (such as changes in exterior materials or colors, additions or deletions) will require review and approval by EDD and/or the City Council. Failure to receive such approval shall invalidate the project and its related applications and documents. The project will be deemed terminated and the applicant will NOT be eligible for assistance.

⁶ Fiscal year is defined as January 1st to December 31st.

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On construction completion, including but not limited to clean-up, the applicant shall schedule a final walk-through with EDD of Inspections staff to determine compliance with the Final Application and Letter of Commitment. Discrepancies between the approved project plans and actual construction will be noted, and a time frame for their correction will be established as necessary. All improvements must be in compliance with applicable City of Peoria building codes as determined by the City's Inspection Department and done in a professional manner.

Release of Funds

Reimbursement of project cost will be provided upon a **post-completion** basis only. Applicant will certify, and the Inspection Department and EDD staff will make the final determination, as to whether the project has been completed according to the Final Application and its approved plans. Applicant must provide verification, satisfactory to the City of Peoria's Legal Department, of all project costs, including paid contractor invoices, contractors' affidavits and final mechanics' lien waivers from any and all contractors, subcontractors and/or suppliers, before program funds can be disbursed.

Funds will be disbursed by a check payable to the applicant upon certification of completion and the EDD staff verification that the work was completed as outlined in the Final Application and its approved plan. Funds will not be disbursed on projects which are not in accordance with the Final Application, its approved plan and original documentation of all expenses submitted and approved by the EDD and/or the City Council. The City of Peoria will only disburse BDD Business Improvement Program funds **AFTER** the business owner remits its/his/hers sales tax payments to the Illinois Department of Revenue (IDR) and the City of Peoria receives its sales tax payments from the IDR. If the owner, occupant or business owner defaults on its/his hers sales tax obligation to the IDR, all of the subsequent reimbursements will **STOP** until all payments that are in default are paid in full. If the applicants' business improvement costs are more than the amount of Business District Service Occupation Tax Revenue collected from the 1% of the gross receipts of sales from the business, the applicant will be reimbursed over several months or years.

Displacement of Tenants

No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended.

Disclaimer

The City of Peoria takes no responsibility as to the tax consequences of funds disbursed or forgiven pursuant to this Program. It is the sole responsibility of the applicant to determine consequences for receipt and/or subsequent forgiveness of these funds pursuant to the Internal Revenue Code or Illinois Revenue Code as currently in force or as periodically amended.

This Program is a reimbursement of the 1% Business District Service Occupation Tax Revenue collected on the gross receipt of sales; applicant must pay any and all architect, contractors, suppliers, etc. before it/he/she receives program assistance from the City.

The City of Peoria expressly reserve the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion.



**Hospitality Improvement Zone (HIZ)
 Business Development District (BDD)
 Business Improvement Program
 Pre-Application- PAGE 1**

Purpose of Application - To review an applicant's conceptual plans, including discussion of the eligibility criteria, program requirements, proposed improvements and compliance with the goals of the Business Improvement Program.

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Property Identification Number (P.I.N.): _____

Phone: _____ **Fax:** _____

Type of Business: _____

Applicant is: ___ Property Owner ___ Business Owner ___ Other (_____)

When does your lease expire? (Business owner): _____

Length of time at present address: _____

Property Owner's Name: _____ **Phone:** _____

(If different from Applicant)

Note: If the applicant is not the property owner, please have the owner or an authorized representative complete the owner's consent form and attach to this application. (Form B1 or B2)

Please include the names and contact information for all owners, partners, business tenants, etc affiliated with the property:

Describe the applicant's financial contribution to project costs: _____

(Continue to PAGE 2 of the Preliminary Application)

**Hospitality Improvement Zone (HIZ)
Business Development District (BDD)
Business Improvement Program
Pre-Application- PAGE 2**

Proposed Improvements:

Please describe, in detail, the proposed improvements to your property, including estimated timeframe for construction. Include two color photographs showing the existing building conditions. If you have any additional building information such as measured plans, site plans or architectural documentation for improvements, please include them with this application. (Attach a separate sheet if necessary)

What do you estimate the total project will cost? _____

How were these estimated costs determined? _____

The City of Peoria Economic Development Division expressly reserves the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion. In addition, the City of Peoria reserves the right to cancel the program at any time, prior to approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

Applicant Signature: _____

Date of Application: _____

For Economic Development Division Use Only:

Date Received: _____

Department Approval: _____

Date: _____

OWNER'S ADDRESS:

DATE: _____

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

(EDD Staff Member)

City of Peoria
Economic Development Division (EDD)
419 Fulton Street
Peoria, Illinois 61602

Dear _____ (EDD Staff Member)

I, _____, am the sole owner of the property located at

_____ in the City of Peoria. Currently, _____

of _____ leases or rents this property from me.

I am aware that _____ plans to participate in the City of
Hospitality Improvement Zone Business Improvement Program. I fully support his/her efforts to improve
the appearance of my building. Furthermore, I agree to participate in any necessary procedures in order to
receive financial assistance by the City of Peoria to my property.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

OWNER'S ADDRESS:

DATE: _____

NAME (s)

ADDRESS

CITY

STATE

ZIP

PHONE

(EDD Staff Member)

City of Peoria
Economic Development Division (EDD)
419 Fulton Street
Peoria, Illinois 61602

Dear _____ (EDD Staff Member)

We, _____, are the sole owners of the property located at _____ in the City of Peoria. Currently, _____ of _____ leases or rents this property from us.

We are aware that _____ plans to participate in the City of Hospitality Improvement Zone Business Improvement Program. We fully support his/her efforts to improve the appearance of our building. Furthermore, we agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the façade improvements to our property.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)



**Hospitality Improvement Zone (HIZ)
Business Development District (BDD)
Business Improvement Program
Final Application- PAGE 1**

Purpose of Application- To review an applicant's final business improvement plans to ensure total compliance with the program's eligibility criteria, requirements, costs, goals and design guidelines. To allow an opportunity for revision of any element from the preliminary improvement plans that were address in the Pre-Application process.

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Property Identification Number (P.I.N.): _____

Phone: _____ **Fax:** _____

Type of Business: _____

Applicant is: Property Owner Business Owner Other (_____)

The following items should be attached to the Final Application:

1. Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s), and a copy of the last paid real estate tax statement(s);
2. Letter of financial commitment addressed to EDD demonstrating total project costs, requested amount from the City and the property/business owners ability to fund his/her portion of the project (please request an example from EDD if you have questions);
3. Proof of property ownership (deed, title search, etc.) or written property owner's consent and appropriate proof of that owner's ownership, if applicable (Form B1 or B2);
4. Proof of property/liability insurance;
5. Attach contractor bids (2) (one (1) contractor bid if work is to be completed by property/business owner);
6. Final written cost estimates and name of the licensed contractor(s) chosen to perform the work; (Note- If property owner plans to complete the improvements, please indicate. If business tenant plans to complete the improvements, property owner's consent must be shown in writing –Form D1 or D2);

(Continue to PAGE 2 of the Final Application)

**City of Peoria
Hospitality Improvement Zone (HIZ)
Business Development District (BDD)
Business Improvement Program
Final Application- PAGE 2**

List of Attachments, continued:

- 7. Copy of written contract(s) with contractor(s), if applicable;
- 8. Construction plans with material, schedule and dimensions;
- 9. Site plan with elevations, showing improvements drawn to scale;
- 10. Final architect cost estimates, if applicable;
- 11. Landscape and/or Signage plans, if applicable

The City of Peoria Economic Development Division expressly reserves the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion. In addition, the City of Peoria reserves the right to cancel the program at any time, prior to grant approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

Applicant Signature: _____

Date of Application: _____

For Economic Development Division Use Only:

Date Received: _____

Department Approval: _____ Date: _____

Date Presented to Director of Finance: _____

City Council Approval: _____ Date: _____

Date Presented to City Council (if applicable): _____

City Council Approval: _____ Date: _____

OWNER'S ADDRESS:

DATE: _____

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

(EDD Staff Member)

City of Peoria
Economic Development Division (EDD)
419 Fulton Street
Peoria, Illinois 61602

Dear _____ (EDD Staff Member)

I, _____, am the sole owner of the property located at

_____, in the City of Peoria. Currently, _____

of _____ leases or rents this property from me.

I am aware that _____ plans to participate in the City of

Hospitality Improvement Zone Business Improvement Program. I fully support his/her efforts to improve the appearance of my building. Furthermore, I agree to allow my tenant _____ to complete the façade improvements to my property and understand that the construction responsibilities and liabilities rest upon myself and my business tenant.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

OWNER'S ADDRESS:

DATE: _____

NAME (s)

ADDRESS

CITY

STATE

ZIP

PHONE

(EDD Staff Member)

City of Peoria
Economic Development Department (EDD)
419 Fulton Street, Suite 402
Peoria, Illinois 61602

Dear _____ (EDD Staff Member)

We, _____, are the sole owners of the property located at _____, in the City of Peoria. Currently, _____ of _____ leases or rents this property from us.

We are aware that _____ plans to participate in the City of Hospitality Improvement Zone Business Improvement Program. We fully support his/her efforts to improve the appearance of our building. Furthermore, we agree to allow our tenant _____ to complete the façade improvements to our property and understand that the construction responsibilities and liabilities rest upon us and our business tenant.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

DATE: _____

City of Peoria
Economic Development Division
419 Fulton Street
Peoria, IL 61602

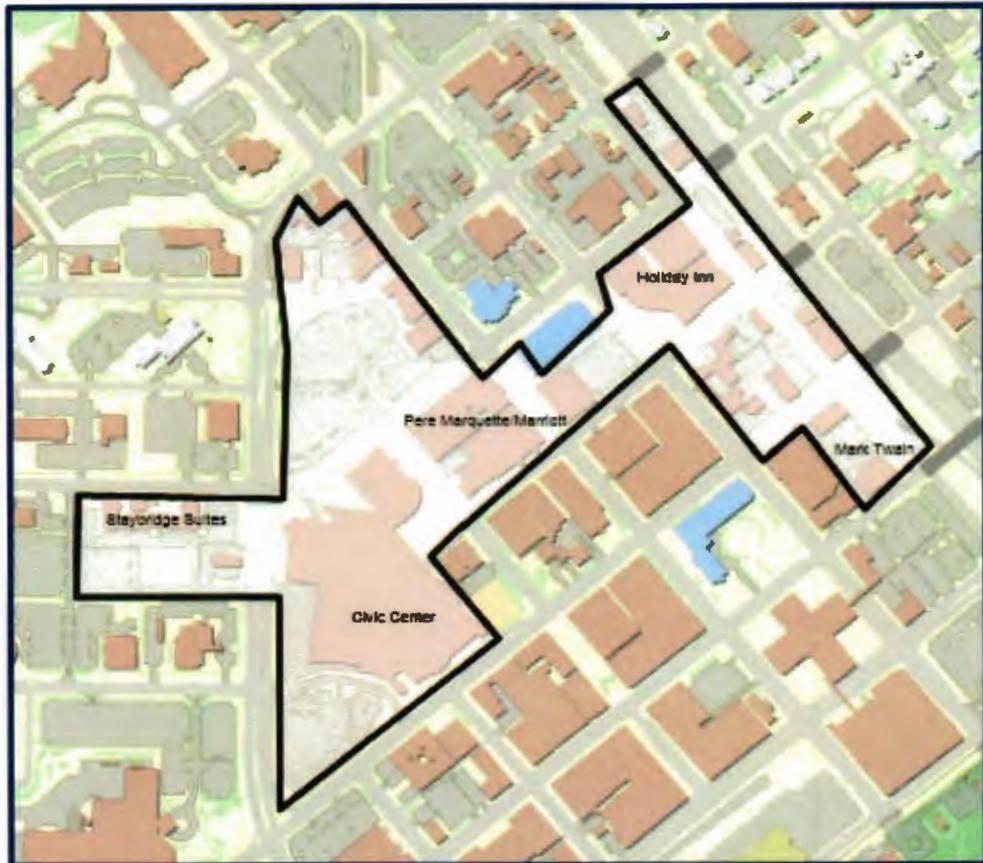
I, _____, owner of _____, am hereby asking
the City of Peoria to assist my business improvement project at this location in the total
amount of \$ _____.

I am proposing the following improvements:

Sincerely,



HIZ/BDD AREA MAP



FOR CITY OF PEORIA USE ONLY:
Hospitality Improvement Zone (HIZ)
Business Development District (BDD)
Business Improvement Program – Folder Checklist

- Pre-Application Yes
- Pre-Application Checklist Yes
- Form B1 or B2, if applicable Yes
- Final Application Yes
- Final Application Checklist Yes
- Letter of Commitment Yes
- Construction Start Date: _____ Yes
- Date of Project Walk-Through : _____ Yes
- Date of Project Corrections, if applicable : _____ Yes
- Letter(s) of Reconsideration, if applicable Yes
- Copy of City Council Agenda & Minutes, if applicable
-For review of project and its application Yes
- Copy of Grant Check Payable to Applicant Yes

NOTES:
