VILLAGE OF ORLAND PARK | DEVELOPMENT SERVICES DEPARTMENT

ORLAND PARK COMMERCIAL FAÇADE IMPROVEMENT PROGRAM
AUTO MALL MODULE

Introduction

The Auto Mall Module (AMM) is a limited time program extension to the Commercial Façade Improvement Program (CFIP) that expires on May 31, 2010. As an extension to CFIP, AMM is voluntary and is open to automobile dealerships located in the Village.

Property owners of automobile dealerships who install at least $1,000.00 of energy efficiency improvements under this grant program qualify to apply for a matching grant equal to 20% of the cost of work, up to a maximum of $10,000.00 per project, for eligible improvements that receive funding through ComEd's *Smart Ideas for Your Business* program. Energy efficiency projects funded through CFIP are required to apply to ComEd's *Smart Ideas for Your Business* program incentives where applicable, which can further subsidize a project up to 30% depending on the improvements.

AMM Funding

If more applications are received than current funding levels will allow the Village will rank the approved applications on a first-come first-serve basis and reimburse applicants according to that order when funding is available again.

ComEd has reserved $50,000.00 in incentives for Orland Park automobile dealerships – through the *2009 ComEd Community Energy Challenge* -- to do energy efficiency related projects through the *Smart Ideas for Your Business* program. Up to 30% of project costs may be covered by ComEd funds depending on the project type. If ComEd approves a customization application, the program may cover up to 50%.

AMM Concept Meeting and Review Process

A business or property owner seeking AMM assistance must first meet with the Development Services Department to discuss the proposed project. The petitioner must then submit a complete application and apply to ComEd's *Smart Ideas for Your Business* program. ComEd will review and approve or deny the project's incentive request. Upon approval, the Development Services Department will review the project for Code compliance. The Development Services and Planning Committee of Trustees will then review the project and make a recommendation to the Village Board. Projects denied by the Village will not receive AMM assistance but may still receive ComEd incentives.

AMM Rules

The following rules apply to the CFIP Auto Mall Module:

- Variances and modifications from the Land Development Code or Village Code are not permitted. Projects will be recommended for denial if a variance or modification is requested.
- Rules and guidelines from the ComEd Smart Ideas for Your Business Program apply to ComEd programs. The Smart Ideas for Your Business Program application is linked to this application.
- Only structurally sound buildings will be considered for this grant program.

AMM improvements are bound by the Façade Improvement Program Agreement (FIPA). All project costs are to be borne by the applicant in full with reimbursement pending only after work is completed per the approved plan and all conditions are met as verified by Village and ComEd inspection and per the signed FIPA. At such time, funds will be dispersed by the appropriate agency in the form of a check paid out to the applicant upon submittal and verification of the receipts for the specified work.

Eligible Projects and Assistance

Priority projects will address energy efficiency upgrades in automobile dealership buildings. Projects may include/ deal with roof mounted mechanicals, interior lighting and interior mechanicals and appliances. All AMM assisted improvements must be immediately operational and functional. Eligible equipment and infrastructure must be permanent building features or large industry specific machinery and cannot be removed or moved to another location/ building without authorization from the Development Services Department.

Grants are based on the attached ComEd incentive tables. Please review the specifications for lighting, HVAC and refrigeration incentives that ComEd has provided for qualifying efficiencies. For a list of ineligible improvements, please see the Commercial Façade Improvement Program.

Eligible Improvements Table		
Lighting Incentives*	**HVAC Incentives****	**Customized Incentives**
• Hardwired Compact Fluorescent Fixtures; • High Performance or Reduced Wattage 4-foot T8; • Reduced Wattage 8-foot T8; • Specialty T8 Lamps and Ballasts; • LED Lighting; • Metal Halide; • Induction Lighting; • Cold Cathode; • Lighting Controls (e.g. occupancy censors, plug load occupancy sensors, bi-level stairwell/ hall/ garage fixtures with integrated sensors);	• Unitary and Split Air Conditioning Systems and Air Source Heat Pumps; • Water-Cooled Chillers; • Air-Cooled Chillers; • Room Air Conditioners, provided they are wall mounted as permanent features to a building; • Package Terminal AC and Heat Pump Units (PTAC/ PTHP); • Variable Speed Drive on HVAC Motors; • Demand Control Ventilation for Kitchen Exhaust Hoods;	• Air compressors; • Air compressed and electric motor lifts; • Fluid pumps; • Door operating motors; • Car washes; • Other;

* Priority will be given to projects that focus lighting upgrades toward the façade of the building, including lighting upgrades for signs (e.g. LED storefront signs, “Open” signs, “Exit” signs, channel signs etc.) architectural lighting, window-display lighting, security lighting (including sensors), parking lot lighting, exterior bollard or path lighting, landscape lighting etc.

** Priority will be given to projects that screen rooftop mechanical equipment from the view of the public right-of-way.

Incremental Improvements

Applications for HVAC or customized incentives must make incremental improvements to the streetscape of the property. Eligible incremental improvements include sign ordinance compliance, architectural lighting, landscaping and day-lighting interior spaces. Other appropriate improvements are listed in CFIP.

AMM Requirements

ComEd Trade Ally Requirement. Contractors, engineers, energy service companies (ESCOs) or architects etc. hired to do work through the AMM must be or become ComEd Trade Allies through the ComEd Smart Ideas Trade Allies program. A Trade Ally application and information form is attached to this application.

ComEd Smart Returns Load Response Program / Voluntary Load Response Program (VLR7). Property owners and business owners must enroll in the ComEd Smart Returns Load Response Program and/ or the VLR7 program to qualify for AMM assistance. Information on the program is linked to this application.

AMM Submittals Checklist:

The following checklist is in addition to the CFIP checklist, outlined later in this document.

- Contractor’s Sworn Statement and Waiver of Lien (if using Village funds);
- Scope of Work (based on ComEd incentive tables and proposed work);
- Copy of the Smart Ideas for Your Business Program Application;
- ComEd Trade Ally Contractor Verification;
- Smart Returns Load Response Program/ VLR7 Enrollment Verification;

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

CFIP AUTO MALL MODULE APPLICATION*

*** A petition will be considered incomplete if any information in this application and the checklist on the next page is missing.**

PROPERTY INFORMATION			
ADDRESS		SIZE OF PARCEL sf acres	
EXISTING USE ON SITE		PROPOSED USE	
CURRENT TENANT		PROPOSED TENANT	
HAS THE PROJECT OBTAINED THE NECESSARY APPROVAL FROM THE VILLAGE? Y / N			
APPLICANT INFORMATION			
NAME		TITLE	
ADDRESS		CITY/STATE/ZIP	
PHONE	FAX	EMAIL	
RELATIONSHIP TO OWNER			
OWNER INFORMATION (IF DIFFERENT FROM APPLICANT INFORMATION)			
NAME		TITLE	
ADDRESS		CITY/STATE/ZIP	
PHONE	FAX	EMAIL	
RELATIONSHIP TO APPLICANT			
IMPROVEMENT INFORMATION			
NAME OF CONTRACTOR(S)/AGENT(S)		PHONE	
ANTICIPATED WORK START DATE:		ESTIMATED TOTAL TIME TO COMPLETE PROJECT:	
ESTIMATED COST OF IMPROVEMENTS:		REQUESTED AMOUNT OF GRANT:	
PROPOSED IMPROVEMENTS (ATTACH ADDITIONAL SHEETS AS NEEDED)			

I certify that the information provided above is true and I agree to pay the required $50.00 application fee.

Signature of Applicant _____ **Date** _____

Notary Signature _____ **Date** _____
Notary Seal

For Village Use Only	PROJECT NO.	ASSIGNED TO
	DATE PETITION COMPLETED	Planning Division Director Approval to Proceed

All information and exhibits submitted with this application are true and correct to the best of my knowledge.

I understand that the Village has the right and discretion to approve or deny any project or portions thereof. If this grant is awarded to me, I agree to comply with the guidelines and procedures of the Commercial Façade Improvement Program.

The owner invites Village representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request. The owner and applicant agree to hold harmless the Village of Orland Park and its representatives of any damage to the building or personal injury that occur as a result of work funded by this grant.

_____

SIGNATURE OF APPLICANT DATE

_____

SIGNATURE OF OWNER DATE

CHECKLIST OF COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION ITEMS (all items below must be provided):

- ❑ One (1) original completed façade improvement program application form.
- ❑ Proof of property ownership.
  - If the property is *owned by the applicant*, submit a copy of the latest recorded deed.
  - If the property is *rented or leased by the applicant*, submit a letter from the owner authorizing the applicant to apply for a grant under the Orland Park Commercial Façade Improvement Program and undertake the approved improvements.
  - If the property is *owned by a trust*, submit a certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer.
  - If the applicant is a *contract purchaser*, submit a copy of the contract and a letter of authorization from the owner (seller).
- ❑ Receipted copy of the most recent tax bill for the property or evidence of at least a two-year lease.
- ❑ Copy of the title insurance policy.
- ❑ Picture (or copy) of the façade(s) to be improved.
- ❑ Narrative description of the project and scope of work. Include equipment specifications and proposed energy savings calculations. *Include a description of the building's current status and the area(s) to be improved/ repaired/restored, proposed work to be performed.*
- ❑ Drawings of the proposed work to scale (4 copies), if applicable. *Drawings must be legible. Architectural renderings are not required, but strongly encouraged in order to provide a good understanding of the proposed finished product. Drawings may not be necessary for projects such as tuck pointing or painting. Additional copies may be required prior to Village Board meetings.*
- ❑ Contractor estimates from two (2) different sources. *Estimates must include only the work proposed for the façade. Eligible work is listed in the program description. The estimate must include a brief description and methodology of the work to be done. Include drawings if necessary. Submitting a list of items is not acceptable.*
- ❑ Color/material samples, if requested by staff at the pre-application meeting.

CONTRACTOR'S SWORN STATEMENT AND WAIVER OF LIEN TO DATE

Project Name and Address:
_____

Owner/Lessee's Name:
_____

Contractor Name and Position:
_____

Company Name:
_____

Company Address:
_____

Contractors, Subcontractors and Professional Service Providers used (attach receipt or paid invoice for the full cost of work performed by each):

Name	Address	Work Completed	Amount Billed	Amount Paid

I, _____, swear that the above (and attached) contractors, subcontractors and professional service providers are the only ones who performed work under the Façade Improvement Program Agreement with the Village of Orland Park for the property identified above, and billed and were paid the amounts shown.

Date: _____ Signature:
_____

Subscribed and Sworn before me this _____ day of _____, 200__ .

Notary Public: _____ Notary Stamp:

FINAL PAYOUT REQUEST – COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

(The following section to be completed by the Village of Orland Park)

Village Approval for Payout by (Planner): _____ Date: _____
Attach final inspection report(s)

Amount Paid to Contractors, Subcontractors and Professional Service Providers:
_____

Total amount of Contract: _____

Explanation of Balance: _____

Total Amount in the Façade Improvement Program Agreement: _____

Amount due from the Village: _____