



COMMUNITY DEVELOPMENT DEPARTMENT

**REHABILITATION GRANT
APPLICATION**

APPLICANT:

PROPERTY INFORMATION:		
CURRENT TENANT (OR BUSINESS NAME)	ADDRESS	
PIN	USE	ZONING
DESIGNATION STATUS (CIRCLE ONE):		
Landmark	District: (Contributing / Non-Contributing)	Pending Landmark Pending District: (Contributing / Non-Contributing)
APPLICANT INFORMATION:		
PRIMARY CONTACT	RELATIONSHIP (OWNER, LESSEE, AGENT, ETC.)	MAILING ADDRESS
PHONE #	FAX #	E-MAIL ADDRESS

OTHER APPLICANTS & INTERESTED PARTIES:				
RELATIONSHIP	NAME	COMPANY	MAILING ADDRESS	PHONE # AND FAX #
Owner				
Contractor				
Contractor				
Contractor				
Contractor				
Architect				
Agent/ Attorney				

SCOPE OF WORK (Check ALL that apply):	
<input type="checkbox"/> Reconstruction of Missing Features: _____	<input type="checkbox"/> Repair of Deteriorated Elements: _____
<input type="checkbox"/> Removal of Substitute Siding	<input type="checkbox"/> Replacement of Deteriorated Elements: _____
<input type="checkbox"/> Removal of Non-Original Features: _____	<input type="checkbox"/> Cleaning, tuckpointing, scaping or painting (circle all applicable)
<input type="checkbox"/> Restoration of Original Details: _____	<input type="checkbox"/> Other: _____

IMPROVEMENT INFORMATION:	
ESTIMATED COST OF IMPROVEMENTS	REQUESTED AMOUNT OF GRANT++

++ The maximum grant amount is 50% of the total project cost, not to exceed \$10,000 in reimbursements or incentives per project. See program description for eligible improvements.

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. 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. I authorize the use of any pictures involving this project by the Village of Plainfield.

I understand that this is a voluntary program. I also understand that the Village has the right and discretion to approve or deny any project or portions thereof.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER, REQUIRED IF NOT APPLICANT

DATE

REHABILITATION GRANT APPLICATION REQUIREMENTS:

Schedule a pre-application meeting with Planning Staff at (815) 439-2824 prior to filling out the application.

- Review *Rehabilitation Grant Program Description*
- Pre-application meeting with Planning Staff. (Staff Initials _____ Date _____)
- One (1) original completed rehabilitation grant application form.
- Historic photograph (photocopy is acceptable) of the building(s) to be improved, if available.
Check with the Plainfield Historical Society, 217 E. Main St., Plainfield, IL 60544. Phone number is (815) 436-4073. They are typically open Saturdays from 1 – 4 p.m.
- Current photograph(s) of building(s) and particular area(s) to be enhanced.
Submit in digital format (TIF, GIF, or JPEGs are acceptable formats & photographs should be saved individually)
- Brief narrative description of the project.
This should include a description of the building's current status and the area(s) to be repaired/restored, proposed work to be performed, and the general methodologies to be employed (i.e. chemical cleaning, painting, window replacement, etc.) Please make sure the narrative provides a thorough description.
- Thirty (30) sets of drawings of the proposed work (to scale).
 - Reduced copies (11x17) are preferred; however, they must be scaled and legible.
 - Architectural renderings not required, but 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.
- One (1) electronic copy of the drawings.
Acceptable formats include PDF, TIF, GIF or JPEGs. One (1) .pdf file is preferred.
- Two (2) different contractor's estimates.
 - Estimates are to include only the work proposed that is eligible for funding. See the program description for a list of eligible work.
 - The estimate must include a brief description and methodology of the work to be done (include drawings if necessary), it can not simply be a list of items. If the narrative description of the project adequately details the contractor's work and methodology, this aspect does need to be included to meet this required application item.
- Existing and proposed service/use of the building.
- Required signatures.
Signature of the owner is required, if the applicant is not the owner.
- Submitted permit application?
 No Yes If yes, please indicate date submitted & type: _____.
- Color/material samples, if requested by staff at pre-application meeting.