



Romeoville Reinvestment Program

Residential Improvement Application - Room Addition

Goal of Program: The Reinvestment Program is designed to provide financial incentives that encourage homeowners to reinvest in their property by making exterior improvements. Benefits include improving the appearance of the neighborhood, increasing property values and reduced costs to homeowners.

Application Process: Please complete all pages of this application. This information is needed to determine your eligibility for the Romeoville Reinvestment Program. The property owner must be the applicant. Applications will be processed on a first-come, first-served basis, and budget funds available. Please see the program guidelines to ensure a complete application.

Are you a Senior Citizen? Yes No Are you a Veteran? Yes No

What year was your home built? (Must be prior to 1980)
Please provide documentation of age verification, and Veteran status.

Eligibility:

- Homeowners of Single family homes and Town homes built prior to 1980. Must be owner occupied.
- Improvements cannot be part of an insurance claim or funding received from other Government agencies or charities.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village
- A project must enhance the front facade which is any side of the home facing a public street
- The proposed project must seek to improve the physical appearance of the structure(s)
- All improvements must be consistent with HOA Covenants & Restrictions
- Proposed improvements must be compatible with the neighborhood
- Incentives will only be issued for the time the applicant occupies the home. If the applicant sells the home and has not received the full tax abatement, no further abatement will be given

Veteran's or Seniors:

- Minimum age 62 or a person who has served in the U.S. Armed Forces and was discharged or separated under honorable conditions
-

Eligible Improvements:

- Room Additions (min. size requirement 10x10 and project cost must be a minimum of \$10,000)
-

Types of incentives offered:

- Room additions - \$1,000 will be given at certificate of occupancy. The remaining incentive will be given through a tax rebate on Village portion of tax bill, up to a total incentive not to exceed \$5,000

OR

- **Veteran's or Seniors:** Room additions - \$1,000 will be given at certificate of occupancy. The remaining incentive will be given through a tax rebate on Village portion of tax bill, up to a total incentive not to exceed \$6,000
- Permit fee waivers

Project Summary:

Have you applied for the Romeoville Reinvestment Program funding previously? Yes No

Amount Requested:

Residential Guidelines:

- The property must be owner occupied and not a rental property.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village.
- The Property Owner must submit a completed application and complete the approval process prior to beginning the project. **Any construction started before the application and approval process is completed will not be eligible for a Grant.** Property owner must submit application with all required additional information as requested on the application, including but not limited to:
 - > Color photos
 - > A description of requested improvements, and
 - > Cost estimates
- All applications will be reviewed in the order received.
- The Village of Romeoville will review the submitted request and determine if further information is needed.
- Once the request is approved, grant recipients will receive written notification of their award in the form of a commitment letter, along with a copy of the program's Contractual Obligations.
- Upon applicant signing and returning the Contractual Obligations document, construction can begin.
- Grantee must obtain any required permits needed.
- Work must be completed within six months.
- Once work is completed, a final inspection of the completed project is required. Final disbursement of grant funds is contingent upon applicant providing receipts for completed improvements and passing the final inspection.
- Residents may apply twice during the life of the Program. Applications can include multiple incentive requests.
- Residents receiving funds from other Government agencies or charities for the same improvements will not qualify.

NOTE: WORK THAT HAS BEEN COMPLETED PRIOR TO A ROMEOVILLE INVESTMENT PROGRAM COMMITMENT LETTER BEING EXECUTED CANNOT BE PAID FOR WITH GRANT PROCEEDS.

By signing my name below, I certify that I have read the above information. My signature also certifies my understanding of the program, guidelines and waiver.

Signature of Applicant: Date:

For Internal Use Only:

Date Received:

Qualifications Met: Yes No

Incentive Amount Approved: Yes No

Amount Approved:

If Approved, Vendor Forms Provided to Resident:

If) k () :

ROOM ADDITION BUILDING PERMIT APPLICATION

Application Date ____ / ____ / ____

| | |
|---|--|
| Property & Owner Information | |
| Owner Name | |
| Phone | |
| Email Address | |
| Street Address | _____ |
| | Romeoville, Illinois 60446 |
| Subdivision & Lot # | Subdivision _____ Lot # _____ |
| Work Performed by Homeowner | |
| If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form. | |
| Contractor Information | |
| If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village. | |
| Contractor Name | |
| Contractor Address (no P.O. Box) | |
| Contractor Phone | |
| Who is the applicant? | <input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor |
| Who will be doing the work? Check all that apply. | <input type="checkbox"/> Self <input type="checkbox"/> General Contractor |
| Who is the contact person? | <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor |
| Estimated Cost | \$ _____ |

| | | |
|------------------------|--|--|
| Office Use Only | | <div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div> |
| APPLICATION #: | | |
| Application Date: | | |
| Received By: | | |
| Permit #: | | COST: \$ |

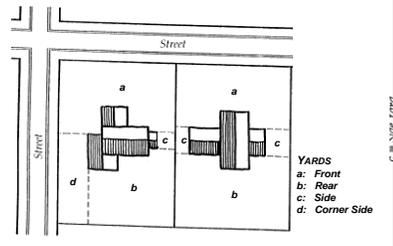
Sub-Contractors

| Type of Contractor | Business Name | Street Address, City, State and Zip | Phone Number | Registration Number |
|--------------------|---------------|-------------------------------------|--------------|---------------------|
| Concrete | | | | |
| Electrical | | | | |
| Plumbing | | | | |
| Mechanical | | | | |
| Carpentry | | | | |
| Drywall | | | | |
| Insulation | | | | |

Site Requirements

| Requirement, Room Addition | ✓ to confirm that you have shown ... |
|--|---|
| You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures should be drawn to scale, labeled, and dimensioned. <i>Please refer to Page 3 for an example.</i> | all structures |
| The addition shall be shown. It shall be labeled and dimensioned. | the proposed addition |
| The addition shall be not less than 5 feet from the side property line. | the distance to the side property line |
| The addition shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey tree Unit 5,) the structure shall be at least 7 feet to the rear property line.</i> | the distance to the rear property line |
| The structure shall be not less than 10 feet from any detached structure (shed, gazebo, pool, etc). | The distance from each structure |
| The addition may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement. | the addition is not located on any easement |

| Requirement | Fill in the blanks. |
|--|--|
| The Zoning Code regulates the height of structures. Please indicate all dimensions of the addition on the plans. | Height of the addition: _____ |
| In total, no more that 50% of the property can be covered with building, structures, or pavement. | Size of proposed structure: _____ % of lot covered with structures: _____ % |

| | | |
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| <p>The Zoning Code identifies which accessory structures are allowed in the various yards.</p> <p>Please identify your proposed location using this diagram.</p> |  <p style="font-size: small; margin-top: 5px;"> YARDS a: Front b: Rear c: Side d: Corner Side </p> | <p>In which yard is the proposed structure?</p> <p>_____ Yard</p> |
|--|--|---|

Construction Requirements

| | |
|---|--|
| <p>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</p> | |
| General Requirements: | |
| | Provide three (3) collated sets of architectural drawings showing all applicable Mechanical (2009 IMC), Electrical (2011 NEC), Plumbing (2004 State of Illinois), Energy (2012 IECC), Building (2009 IRC) and Fuel Gas (2009 IFGS) requirements. |
| | Plans shall be drawn to a scale of not less than one-quarter of an inch (1/4) to the foot, (1'-0). Size of plans shall be not less than 24H" x 30L". |
| | If required, two (2) sets of grading plans shall be submitted for review by the Village of Romeoville's engineer. |
| | A room addition shall require the existing dwelling to comply with the 2009 IRC, section R314.3.1 (smoke alarms). |

Permit & Inspection Requirements

| | |
|--|---|
| <p>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</p> | |
| <input type="checkbox"/> | The Building Permit shall be posted in the building's window where it can be seen from the street. |
| <input type="checkbox"/> | Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. |
| <input type="checkbox"/> | PLEASE REFER TO YOUR BUILDING PERMIT HARD CARD FOR REQUIRED INSPECTIONS. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Failure to call for required inspections may result in a "STOP WORK ORDER". |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A FINAL INSPECTION SHALL BE PERFORMED AFTER THE ROOM ADDITION HAS BEEN COMPLETED. Once the inspection passes, a Certificate of Completion will be issued. The addition may not be used until the Certificate of Completion has been issued. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Work shall be started within ninety (90) days of the issuance date of the permit and shall be completed within one hundred eighty (180) days. |

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only

Approval & Review Status

| | | |
|----------|---------------------|--|
| Building | Date Plans Received | |
| | Plans Examiner | |
| | Date Plans Approved | |
| | Plans Approved By | |

| | | |
|-----------|---------------------|--|
| Planning: | Date Plans Received | |
| | Plans Examiner | |
| | Date Plans Approved | |
| | Plans Approved By | |

| | | |
|----------|-----------------------------|--|
| Clerical | Check for Outstanding Debt: | |
| | Contacted Date: | |
| | Person Contacted: | |
| | Contacted By: | |

| | |
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| Notes | |
|-------|--|

ROMEOVILLE REINVESTMENT PROGRAM

ACKNOWLEDGMENT AND ACCEPTANCE OF PROGRAM TERMS; RELEASE OF LIABILITY

The undersigned applicant acknowledges filing an application for incentives under the Romeoville Reinvestment Program for residential home improvements or relocation of an existing home based business within Romeoville. By filing the application, the undersigned further acknowledges being made fully aware of and understanding all applicable terms and incentives of the particular incentive for which the applicant has applied. In particular, the undersigned applicant is aware and agrees that only complete and accurate applications will be eligible for potential approval, and that eligible applications will only be approved to the extent of available funding on a first come, first served basis. The Village reserves the right to independently verify all information contained with the undersigned's application, and to deny approval of an application or of funding for a project which is the subject of an application in cases where the application is ultimately found to have contained false, inaccurate or misleading information. In the event that the undersigned applicant's application for a specific incentive is approved by the Village, the undersigned applicant acknowledges sole responsibility for completion of the project that is the subject of the application at its cost, and in compliance with the Romeoville Reinvestment Program terms and conditions applicable to the particular incentive sought by the applicant, and with the otherwise applicable ordinances of the Village. If the undersigned's application is approved, the undersigned further acknowledges that the Village of Romeoville may take photographs, video or other media of the undersigned and/or the project which is the subject of the undersigned's application to the Romeoville Reinvestment Program for use and publication in various publications or media, including but not limited to the Village's website, Village program brochures or materials, and Village or Village informational, promotional or marketing materials, and hereby expressly grants to the Village of Romeoville the right to use and publish such photographs as contemplated herein, all without compensation or payment for such use and publication.

In consideration of being allowed to apply for and be considered for an award of an incentive under the Romeoville Reinvestment Program offered by the Village, the undersigned hereby releases, waives and discharges the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whatsoever and without limitation, arising or resulting from the undersigned's application to and participation on the Romeoville Reinvestment Program, including but not limited to the construction of the project to which such application and participation relates, or arising from the use or publication by Releasees of photographs, video or other media of the undersigned and/or the project which is the subject of the undersigned's application to the Romeoville Reinvestment Program, whether or not such claims arise from or were caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall

be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

DATE: _____

Printed Applicant Name

Applicant Signature