

# VILLAGE OF MATTESON APPLICATION FOR FINANCIAL INCENTIVE

ECONOMIC DEVELOPMENT OFFICE  
4900 VILLAGE COMMONS  
MATTESON, IL 60443  
708/283-4940

## I. Applicant Information

1. Name of Applicant: \_\_\_\_\_

Business Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Business: \_\_\_\_\_  
\_\_\_\_\_

2. Form of Organization:

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

General \_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Private \_\_\_\_\_ Public \_\_\_\_\_

Illinois \_\_\_\_\_ Other State \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Date \_\_\_\_\_

Attach a legal description of the project site and a description of leased premises if applicable. Legal description can be obtained from the Cook County Clerk's Map Department, located at 118 N. Clark St. Telephone: (312) 603-5640. In addition, if the requested incentive is for Cook County property tax, please attach a copy of the county's application.

3. Currently, does the applicant own or lease the property? (Check one)  
 Own \_\_\_\_\_ Lease \_\_\_\_\_ Neither \_\_\_\_\_  
*(Include length of time)*
  
4. At project completion, who will occupy (operate business on) the site? (Check one)  
 Owner \_\_\_\_\_ Renter \_\_\_\_\_ Both \_\_\_\_\_
  
5. If the applicant currently leases or will lease the project site, attach a copy of the lease or lease option contract.  
 A) Legal name of Owner as noted on the deed(s): \_\_\_\_\_  
  
 Name of person who signed lease for Tenant: \_\_\_\_\_  
  
 Landlord/Owner's name and address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. List other persons or entities having an ownership interest in the property to be redeveloped if applicable.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. Financial Incentive**

3. Financial Incentive Requested: \_\_\_\_\_  
 Indicate the total amount of assistance requested: \$ \_\_\_\_\_
  
4. Attach an explanation as to why the financial incentive is necessary for this project.
  
5. Attach an explanation of how this project meets the Economic Development Goals of the Village of Matteson.
  
6. Attach a detailed financial analysis of the project and the impact of the requested incentive on the Village of Matteson and its School District.
  
7. Has any other government assistance (i.e. Enterpiz Cook County, Dept. of Commerce & Economic Opportunity, SBA, or IFA) been provided to the applicant or the property? \_\_\_\_  
 If yes, explain the type and amount of assistance provided: \_\_\_\_\_  
 \_\_\_\_\_

8. If the business entity has had similar projects in other communities, was a financial incentive requested? \_\_\_\_\_

If yes, explain the type and amount of assistance provided: \_\_\_\_\_

\_\_\_\_\_

### III. Project Description

9. Location or address:

10. Provide Property Identification Numbers (PIN) for all parcels attached the project if available. Include a copy of the second installment tax bill for each parcel.

Site Size: \_\_\_\_\_ Building Size: \_\_\_\_\_

11. Indicate the type of redevelopment project proposed (Check all that apply):

New Construction \_\_\_\_\_ Expansion \_\_\_\_\_ Interior Rehabilitation \_\_\_\_\_

Exterior Rehabilitation \_\_\_\_\_ Site Improvements \_\_\_\_\_ Other \_\_\_\_\_

12. Attach a description of the nature of the project. Be as specific as possible about scope of work, acquisition of building, new construction, rehabilitation, business expansion or development, intended usage of property, users committed to date, etc.).

13. Land Use. Check the appropriate land use for the existing or proposed redevelopment site, and indicate the building areas dedicated to each use.

<b><u>Category:</u></b>	<b><u>Existing SF</u></b>	<b><u>Proposed SF</u></b>
Retail _____	_____	_____
Office _____	_____	_____
Other Commercial _____	_____	_____
Mixed-Use (Commercial/Residential) _____	_____	_____
Industrial/Manufacturing _____	_____	_____
Other (Specify: _____)	_____	_____

- Attach a preliminary site plan to illustrate the proposed redevelopment project and site improvements.

14. Proposed construction start to completion (Month/Year): \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

15. Job Creation/Retention. List the current and projected number of part-time jobs and full-time jobs at the site before and after project completion.

**Projected**

Full Time Employees: \_\_\_\_\_

Part Time Employees: \_\_\_\_\_

Total Employees: \_\_\_\_\_

Number of Construction jobs: \_\_\_\_\_

**IV. Project Budget & Finance**

- *Complete Exhibit A, "Sources and Uses of Funds" regarding anticipated project costs and financing. (Confidential – for Staff review only)*

16. Attach projected revenues and expenses for the project for the number of years incentives have been requested.

17. Attach projected real estate tax for the project and the benefits to the Village and other Tax Districts. (projections should illustrate market value, assessment rate, assessed value, equalizer rate, new projected assessed value, tax rate, and real estate tax)

18. Attach projected sales tax for the project and the benefits to the Village and other Tax Districts. (projections should illustrate tax rate and pledged sales tax to project if any)

19. Provide estimated sales per square foot and projected rent for all intended tenants. Please illustrate conservative numbers, average and higher than average numbers.

- *Attach an audited financial statement.*

**V. Signature**

I, the undersigned, affirmed that the project description, numerical and financial estimates, and all other information I provided in the application are true and complete to the best of my knowledge. I have read and understood the requirements described in this application. Furthermore, I certify that I am authorized to initiate the financial incentive application process on behalf of the project described.

Signed, \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Legal Disclaimer**

*Completion of this application does not entitle the applicant to financial assistance. Any such assistance must be recommended by the Economic Development Commission and/or approved by the Board of Trustees.*