

## **DOWNTOWN RESTAURANT FORGIVABLE LOAN PROGRAM INSTRUCTIONS TO APPLICANTS**

This preliminary instruction form is designed to assist eligible applicants in preparing the necessary documents for submittal. Please refer to the handout entitled "Downtown Restaurant Forgivable Loan Program Policy" dated March, 2005 for explanation of eligibility criteria.

After a preliminary meeting with representatives from the Community Development Department and eligibility for this program has been determined, the following steps need to be accomplished:

1. The owner and/or applicant shall submit the following documents to the Director of Community Development or a designated representative:
  - a. Pre-application form.
  - b. Preliminary plans and preliminary cost estimates.
  - c. Business plan
  - d. Details of signage and/or awning design.
  - e. Proof of ownership, lease, and/or owners approval.
3. After review by the Community Development Department, a "Certificate of Eligibility" will be forwarded to the owner/applicant.
4. Upon receipt of the "Certificate of Eligibility", the owner and/or applicant should proceed as follows:
  - a. Submit final plans and cost estimates to the Department of Community Development and apply for proper building permits.
  - b. Submit three (3) contractor bids for the work outlined in the Downtown Improvement and Renovation Grant Program application. Also, indicate the preferred contractor.
5. A *final* "Notice to Proceed" letter and draft agreement to be executed between the owner/applicant and the Village of Lombard shall be forwarded to the owner/applicant by a representative of the Department of Community Development.

6. Improvements and renovations may start after the required building permits have been issued. All necessary inspections should be coordinated through the Bureau Inspectional Services (BIS).
7. The site will be inspected by the Community Development representative for conformance with the Downtown Restaurant Forgivable Loan Program application.
8. When the Program Checklist is completed and presented to the Director of Community Development, the Village of Lombard will process and disburse the loan.
9. The Village of Lombard will place a lien on the property on which the project is to occur as a guarantee for the loan. ds

In exchange for grants in excess of \$10,000, the Business Owner and any subsequent owner agrees to maintain the business in accordance with local codes, and agrees not to substantially change the use of the Business or interior space for which this grant was received for a period of not less than three (3) years from the date of this Agreement.

Failure to maintain the business in accordance with local codes or negatively changes the use of the Business or interior space will require full repayment of grant funds to the Village of Lombard. This requirement may be waived by the Director of Community Development on a case-by-case basis.

Please refer to the “Downtown Restaurant Forgivable Loan Program Policy”, dated March, 2005, for more information on this program. Additional information may be requested from:

Village of Lombard  
Community Development Department  
255 E. Wilson Ave., Lombard, IL 60148  
630-620-5746