

# VILLAGE OF ARLINGTON HEIGHTS

## SMALL BUSINESS RETAIL TENANT INCENTIVE PROGRAM 2011

### APPLICATION POLICY AND PROCEDURES



Prepared by:  
Village of Arlington Heights  
Department of Planning & Community Development  
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**APPLICATION INSTRUCTIONS  
ARLINGTON HEIGHTS SMALL BUSINESS RETAIL TENANT INCENTIVE  
PROGRAM 2011**

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<b>Step One:</b>	<b>Preliminary Appointment with Department of Planning &amp; Community Development</b>
<b>Step Two:</b>	<b>Submittal of Application</b>
<b>Step Three:</b>	<b>Review Meeting with Department of Planning &amp; Community Development</b>
<b>Step Four:</b>	<b>Committee of the Whole /Village Board Approval</b>

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**Instructions to Applicants**

This is a preliminary instruction form to assist eligible applicants in preparing the necessary submittals for the Arlington Heights Small Business Retail Incentive Program.

**Procedure for applying for the Small Business Retail Incentive Program:**

1. **New Business** applicant submits the following documents to DPCD:
  - A. Small Business Retail Incentive Application Form
  - B. Executed Lease / Letter of Intent
  - C. Business Plan
  - D. Investment Plan for Financial Rebate Proceeds
  - E. Hours of Operation
  - F. Square Footage
  - G. Number of Employees
  - H. Projection of Total Retail Sales
  - I. The Village of Arlington Heights may require additional documentation if deemed necessary.
  
2. **Existing Business** applicant submits the following documents to DPCD:
  - A. Small Business Retail Incentive Application Form
  - B. Executed Lease
  - C. Business Plan
  - D. Investment Plan for Financial Rebate Proceeds
  - E. Hours of Operation
  - F. Square Footage
  - G. Number of Employees
  - H. Expansion square footage (The existing business must expand by at least 50% of the existing square footage.)
  - I. The last 12 month level of retail sales. (This will provide the base year of retail sales.)
  - J. The Village of Arlington Heights may require additional documentation if deemed necessary.

Application # \_\_\_\_\_

**ARLINGTON HEIGHTS SMALL BUSINESS  
RETAIL TENANT INCENTIVE PROGRAM 2011**

**APPLICATION**

**I. Name of Business:** \_\_\_\_\_

**Business Owner:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Phone– New Business:** \_\_\_\_\_ **Existing Business:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**II. Building Owner(s):** \_\_\_\_\_

**Address of Owner(s):** \_\_\_\_\_

**Phone (work):** \_\_\_\_\_

**III. State Sales Tax Number:** \_\_\_\_\_

**IV. Federal Employee ID#:** \_\_\_\_\_

**V. Square Footage:** \_\_\_\_\_

**VI. Description of Business: (Include type of operation, number of employees and square foot of space being occupied.)**

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**VII. If you are an existing business please describe your expansion plans including the square footage added and how you will reinvest the sales tax rebate into your business.**

**VIII. If applicable - Expansion Plans/Drawings prepared by:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:(Work):** \_\_\_\_\_

**IX. If you are an existing business, please provide the last twelve month level of retail sales.**

**Last 12 Month Level of Sales:** \_\_\_\_\_

**X. Statement of Understanding:**

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Retail Business Incentive Program dated June 20, 2011.**
- B. The applicant further understands that the applicant must adhere to the standard hours of operation established in the guidelines.**
- C. The retail tenant must make an investment in the business or physical facilities. The financial rebate from the Village must be utilized to improve the business. Some of the Eligible Costs may include tenant build out, interior remodeling, exterior façade improvement, signage, awnings, code compliant improvements, architectural fees, permit costs, marketing programs, cooperative advertising and other appropriate advertising.**
- D. The applicant must comply with all federal and local regulations.**
- E. The Local Municipal sales tax rebate will be paid by the Village on an annual basis.**

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**XI. Submittal of all required materials listed on the application procedure**

**Signature(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature (s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Application to be returned to:**

**Village of Arlington Heights  
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