

VILLAGE OF ARLINGTON HEIGHTS

SMALL BUSINESS SALES TAX REBATE PROGRAM

APPLICATION POLICY AND PROCEDURES



Prepared by:
Village of Arlington Heights
Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, Illinois 60005
Phone: 847-368-5200
Fax: 847-368-5988
Web Site: www.vah.com
Email: planningmail@vah.com

**APPLICATION INSTRUCTIONS
ARLINGTON HEIGHTS
SMALL BUSINESS SALES TAX REBATE PROGRAM**

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

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.

The Incentive

Under this program, eligible **new** businesses can receive a rebate of as much as one-third of local sales taxes generated. Eligible **existing** businesses can receive a rebate of as much as one-third of local sales taxes generated on the increment over the prior year's (base year) sales. The rebate will be remitted annually, not to exceed three years.

Requirements

Eligible applicants must meet the following requirements:

- Tenant must make an investment in their business or physical facilities.
- The business must have a minimum five-year lease.
- Maximum store size is 5,000 square feet.
- An **existing** business must be expanding its square footage by at least 50%.
- Eligible businesses must be open no later than 10:00 a.m. Monday-Saturday. Stores must be open until at least 7:00 p.m. Monday-Wednesday and until at least 9:00 p.m. Thursday-Saturday. Sunday hours are optional.

Eligible Retail Types

The following retail types are eligible under this incentive:

- Apparel
- Books
- Clothing Accessories
- Electronics and Appliances
- Furniture
- Household Accessories
- Shoes
- Other retailers at the Village's discretion

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 SALES TAX REBATE PROGRAM**

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. Est. Cost of Build-Out:** _____
- VI. Length of Lease (years):** _____
- VII. Lease Expiration Date:** _____
- VIII. Store Square Footage (SF):** _____
(if expanding, include original SF and SF after expansion)
- IX. Hours of Operation:** **M:** _____ am - _____ pm / **Tu:** _____ am - _____ pm
W: _____ am - _____ pm / **Th:** _____ am - _____ pm
F: _____ am - _____ pm / **Sa:** _____ am - _____ pm
Su: _____ am - _____ pm

X. Description of Business (include type of operation, number of employees, etc.):

XI. Tenant Build-Out Plans/Expansion Plans/Drawings prepared by:

Name: _____

Address: _____

Phone (Work): _____

XII. 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:

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

Total Sales (Last 12 Months): \$ _____

XIV. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Small Business Sales Tax Rebate Program.**
- 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.**

XV. 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
Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, Illinois 60005
Phone: 847-368-5200
Fax: 847-368-5988
Web Site: www.vah.com
Email: planningmail@vah.com**