

# **VILLAGE OF SCHILLER PARK COOK COUNTY, ILLINOIS**

## **Procedures and Application for Village of Schiller Park Consideration of Cook County Real Estate 6B Classification**

This application is only used for petition of a standard 6b. For petitioners seeking a 6b renewal, please contact the Community Development & Zoning Department.

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Village of Schiller Park  
9526 West Irving Park Road  
Schiller Park, IL 60176

Updated October 2017

## General Instructions

The Cook County Eligibility Requirements set fourth that: “The municipality in which such real estate is located must, by lawful resolution or ordinance, expressly state that it supports and consents to the filing of a Class 6B Application and that it finds Class 6B necessary for development to occur on the subject property.”

Before submitting for approval from Cook County, the Village of Schiller Park must support and endorse the proposed 6B classification. In providing incentives the Village looks at numerous items prior to its decision, including what the company brings as an asset to the Village. This can include new jobs, major improvements to the building, and even new construction. In order for the application to be reviewed and a Resolution passed in support, the following steps must be followed:

**1. Cook County Eligibility Bulletin**

Please review the Cook County Assessor’s Office Class 6B Eligibility Bulletin before drafting an application for the Village of Schiller Park. The Eligibility Bulletin will help applicants to determine if you qualify for the property tax incentive.

**PLEASE NOTE THAT AN APPLICATION TO COOK COUNTY MUST BE MADE PRIOR TO OCCUPANCY OF THE BUILDING OR COMMENCEMENT OF CONSTRUCTION OR REHABILITATION. FAILURE TO DO SO MAY JEOPARDIZE THE APPLICANT’S ABILITY TO QUALIFY FOR CLASS 6B.**

**2. Pre-Application Staff Meeting**

Before beginning the Village of Schiller Park 6B application you **MUST** schedule a meeting with Village Staff to go over your intended use for the property and to ensure complete understanding of the application process.

**3. Application Submission**

Please compile all of the required application materials, as listed below, and submit two draft versions to the Schiller Park Department of Community Development.

**4. Application Revision**

Village staff will review the draft application and provide feedback on the information. A final application **WILL NOT** go before the Schiller Park Board of Trustees until staff is satisfied with all materials.

**5. Application Fee**

The applicant must submit a \$5,000 non-refundable application fee, due when the final

application is submitted. The fee covers administrative Village costs. Please make checks payable to Village of Schiller Park.

**6. Village of Schiller Park Department of Community Development**

The Village of Schiller Park Department of Community Development reviews all 6B applications. After meeting with the applicant, the department provides a non-binding recommendation to be given to the Village President and Board of Trustees (“Corporate Authorities”) for final review and consideration for a Resolution in support of the 6B classification. The petitioner will have the opportunity to make a brief presentation concerning the merits of the application at the committee of the whole meeting preceding the village board meeting at which the resolution will be considered by the Corporate Authorities.

**7. Final Application**

All final applications are sent to the mayor and board of trustees at least one week in advance of the anticipated committee of the whole meeting that the petitioner will appear at. The applicant will be responsible for delivering eleven (11) copies of the final application package to the Department of Community Development for distribution to the Corporate Authorities as provided herein.

**8. Property Tax Classification Agreement**

In order to induce the Village to adopt the resolution in support of the 6B classification, the property owner will be required to enter into a Property Tax Classification Agreement with the Village of Schiller Park. The agreement will outline the acknowledged terms and covenants, including the details of the proposed investments, including rehabilitation and/or new construction to take place, total costs of project, number of jobs to be created as result of the incentive and any other negotiated covenants that the Village deems necessary.

**9. Corporate Authorities**

The Corporate Authorities are the sole authority to vote for a resolution in support of a 6B classification. The Village Board relies heavily on the recommendation from the Department of Community Development on 6B petitions. If an application for a 6b is moved to the Village Board of Trustees, the applicant and property owner must attend the meeting in order to answer any potential questions about the application and specific intentions as a result of the incentive. The resolution in support of the 6B classification will be considered for approval by the Village Board of Trustees. Please refer to the Village calendar at [www.villageofschillerpark.com](http://www.villageofschillerpark.com). All meeting dates and times are subject to change.

**10. Resolution**

A certified copy of resolution from the municipality will be granted upon majority vote of approval by the Corporate Authorities. The signed resolution will not be granted to

the petitioner until the tax classification agreement has been executed and recorded against the property.

**11. Filing**

Submit the completed Cook County 6b Eligibility Application, along with any required supporting documents, including a certified copy of the Village's approval Resolution, to the Cook County Assessor's Office with the appropriate payment.

Development Incentives  
Office of the Cook County Assessor  
118 North Clark Street, Room 312  
Chicago, IL 60602

- 12.** The Construction, expansion and/or rehabilitation must begin within one (1) year of the date Cook County approves the application. If an application has been approved and not acted upon within the required one (1) year, re-application is necessary, using the original Resolution, along with a letter from the Village indicating that the approval Resolution is still valid. With respect to abandoned property, the eligibility application must be made to the Assessor prior to the commencement of the reoccupation of the vacant and unused property.
- 13.** When Construction is finished or when re-occupancy takes place, all applicants must complete the Real Estate Assessed Valuation Appeal (form 4819 obtained from Cook County) and file it with the Cook County Assessor's Office.
- 14.** Final action by the Cook County Board on a request for reclassification to Class 6B will not be taken until the Eligibility Application and all supporting documentation, including the Village Approval Resolution and the Real Estate Assessed Valuation Appeal form are completed and filed with the Cook County Assessor's Office.

Please refer to the Cook County Class 6b Eligibility Bulletin for more information on filing requirements or contact the Development Incentives Department of the Cook County Assessor's office directly at (312) 603-7529.

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## **Required Application Materials**

The applicant is required to present the information in the format that is suggested in the application below. The application should be used as a guide to provide adequate information to the Village. The Information requested is substantially similar to that required by the County. Supplemental information may be required should the Village determine necessary. Any final application that is submitted with missing information will not be considered for a Resolution in support of a 6B classification until the information is provided.

Furthermore, any property or related entity pursuing the 6B classification that has outstanding Village Code violations or outstanding payments due to the Village will not be considered for a Resolution in support until they are in full compliance.

**A. Cover Letter**

Please provide a cover letter describing the applicant's background, property condition, and the applicant's plans for the property, including any plans for improvements or expansion. The narrative should also describe the user's operations, current employment and future employment projects, and any projected benefits to the community if the incentive should be granted. If the end users have not been identified, please provide information on current marketing efforts.

**B. Cook County 6B Application**

The Cook County 6B application should be fully completed and contain all supporting documents, including:

- Applicant Information (page 1)
- Property Description (page 1)
- Legal Description (page 1)
- Site Dimensions and square footage (page 1)
- Building Dimensions and square footage (page 1)
- Identification of persons having an interest in property (page 2)
- Industrial Use (page 2)
- Nature of Development (page 2-6)
- Employment Opportunities (page 7)
- Living Wage Ordinance Affidavit (page 8)

Please see the Cook County Class 6b Eligibility Application for complete requirements.

**C. Zoning Approval and Property Inspection**

Provide the current zoning of the subject property. Specify if zoning amendments, variations, and/or other relief relative to the proposed plans for improvement are being sought.

Provide a copy of the most recent Village of Schiller Park inspection report. If the property is being purchased, a new pre-sale inspection is required to occur before transfer of property can take place. The seller needs to contact the Building Department at (847) 671-8555.

If the property is not being sold, an Occupancy Inspection will be scheduled after Zoning approves any Occupancy and Business License application for prospective tenants. Occupancy and Business License applications are available on line at [www.villageofschillerpark.com](http://www.villageofschillerpark.com) or at the Department of Community Development. A business cannot begin operating in the facility until they have been issued a Certificate of Occupancy by the Building Department.

**D. Proof of Interest**

Provide a copy of the executed sales contract and/or lease. Make sure that both documents include contingencies for zoning and 6b approval (if necessary).

**E. Current Plat of survey**

Provide a current plat of survey that showcases the entire property requesting 6B status.

**F. Employment Information**

Attach estimates of the following employment information:

- Temporary employment positions (employed during construction)
- Permanent employment, both full-time and part-time employment that will occur at the facility upon occupation. Differentiate between current employees, if any, which will be transferred from the applicant's existing facilities and new employment positions that will be created.
- Projected employment in three, five and ten years after occupation of property

The potential job creation information should include the wage rates and potential benefits offered.

**G. Tax Bills**

Provide copies of the most recent three years' property tax bills for the subject property

**H. Fiscal Impact**

Report the projected fiscal impact that the proposed facility will have on the Village over the life of the incentive. In the projection, provide an analysis of the property taxes under the following scenarios:

- The subject property is fully occupied and receives no incentive
- The subject property is occupied and receives the Class 6b
- The subject property remains vacant and receives vacancy relief

Use the attached pro forma template to format your fiscal impact analysis. Be sure to account for any increased assessments as a result of improvements made to the facility in analysis. Also in the exhibit, include a description of sales tax generation and any other State and/or local revenues that are anticipated to be generated.

**I. Property Improvements**

Provide a complete description of the total cost and extent of the rehabilitation and/or new construction, including:

- Itemized statements of all direct and indirect costs
- Contracts and Estimates
- Site Plan and/or Floor Plan, identifying proposed improvements
- Architectural plans or schematic drawings (if applicable)
- Analysis of anticipated increase in real estate taxes as a result of any stated improvements to property (increased assessed value)

**J. Projected Growth**

Identify what the company's projected growth will be throughout the life of the 6B classification.

**K. Financial Statements**

Attach audited financial statements for the previous three years. In addition attach the most current profit/loss statement of the applicant. Please include any financial statements and banking information in a separate document apart from the application for Village Staff review.

**L. Economic Disclosure Statement**

Complete the attached Economic Disclosure Statement and include in the application submittal. The property will not be considered for a Resolution in support of a 6B classification without it.

**M. Any Additional Materials**

Provide any other supporting materials which help to communicate this project's overall benefit to the community (narratives, marketing materials, site pictures, etc.)

**N. Filing Fee**

A \$5,000 filing fee is due when the final application is submitted. Please make checks payable to Village of Schiller Park.