

**CITY OF HIGHLAND - BUSINESS DISTRICT FINANCING ASSISTANCE APPLICATION**

Project Name \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

Age of Structure \_\_\_\_\_

Type of Renovation (Select One)

Renovation of existing Commercial \_\_\_\_\_

Residential to Commercial \_\_\_\_\_

Industrial to Commercial \_\_\_\_\_

**APPLICANT INFORMATION**

Company Name \_\_\_\_\_

Office Phone \_\_\_\_\_

Company Address \_\_\_\_\_

Alt. Phone \_\_\_\_\_

City State Zip \_\_\_\_\_

Fax \_\_\_\_\_

Contact Person / Title \_\_\_\_\_

Email \_\_\_\_\_

Type of Business: \_\_\_\_\_ Corporation  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietor  
\_\_\_\_\_ Trust

Years in Business \_\_\_\_\_

**PROJECT COSTS**

Architectural & Engineering Fees \_\_\_\_\_

Site Cleanup \_\_\_\_\_

Building, Renovation, and Retrofitting \_\_\_\_\_

Property Assembly Cost, Incl Acquisition of Real/Personal Property \_\_\_\_\_

Building Demolition Cost \_\_\_\_\_

Excavation / Storm Detention \_\_\_\_\_

Infrastructure Extensions \_\_\_\_\_

Traffic signalization \_\_\_\_\_

Legal & Other Professional Fees \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

**TOTAL PROJECT COSTS**

Requested Economic Incentives \_\_\_\_\_



**Please include a narrative that will address the following:**

1. Description of Business / Company
2. Project Description
  - a) Construction information that may include the number of square feet to be demolished and constructed, the number and square footage of units, parking, and the number of construction phases;
  - b) Evaluation of site or other constraints;
  - c) Benefit or Service to the Community;
  - d) Rendering of the proposed end result;
3. A request for the City's assistance with the project that specifies the type(s) of assistance needed and why it is needed.
4. Construction start date and timeline for Project Completion.
5. Applicant may need to also submit any additional information such as site plans, owner's written approval (*if application is submitted by tenant/lessee*), environmental studies, marketing studies, business plans, engineering or architectural drawings, or other technical data to be included for review and consideration.

**Certification of Applicant**

The applicant certifies that it will comply with all the rules, regulations, and ordinances of the City of Highland. Applicant hereby certifies that will information contained above and in exhibits attached hereto is true to his/ her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from the City of Highland, Illinois. Additional cost, above the amount of deposit, incurred by the City for outside professional review or expertise will be the responsibility of the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Company Name

*Return application to:* City of Highland  
Attn: Kevin Limestall  
2610 Plaza Dr, PO Box 218  
Highland IL 62249  
618-654-7115