



Community Development Department
19 E. Chicago Avenue
Hinsdale, Illinois 60521
630-789-7030
villageofhinsdale.org

HISTORIC OVERLAY DISTRICT PRESERVATION INCENTIVE PROGRAM INFORMATION PACKET

The Historic Overlay District was established to encourage and assist property owners with the preservation, restoration, and rehabilitation of historically significant properties throughout the Village. Owners of properties included on the Historically Significant Structures Property List may be eligible, upon application and subject to Village approval, for various preservation incentives when exterior improvements are made.

Before an owner can apply for any preservation incentive, their property must be approved for inclusion on the Historically Significant Structures Property List. Projects are considered on a first-come, first-served basis and program funding is determined by the Village Board during the annual budget cycle process. Interested applicants should contact the Village Planner in the Community Development Department with any questions prior to formal submittal. Refer to Title 14 of the Village Code and Article 8 of the Zoning Code for the governing set of regulations and program requirements.

Incentive Types

Properties included on the Historically Significant Structures Property List may be eligible for the following preservation incentives upon approval of a Preservation Incentive Certificate:

- **Fee Waivers** – Village fees may be waived for building permits, local landmark or historic district designation applications, Certificate of Appropriateness applications, and other zoning applications. Please note some fees may not be waived, including bonds and fees by outside consultants.
- **Alternative Bulk Zoning Regulations** – Alternative bulk zoning regulations allow for design flexibility and an expedited process for property owners pursuing certain exterior improvements or additions to historic buildings. Flexible zoning regulations include the waiving of floor area ratio (FAR) and building height, reduced setbacks, and increased lot coverage. Zoning relief is only available to eligible residential properties in the R-1, R-2, R-3, and R-4 Single Family Residential Districts.
- **Property Tax Rebate Program** – Property owners may be eligible to receive a rebate of the Village portion of their property tax bill over a maximum five (5) year period after completing substantial exterior alterations, rehabilitation, or restoration work. Benefits may be transferred to future property owners. A minimum investment of \$50,000 on eligible exterior improvements is required. If approved, the Village may provide a rebate to the property owner after the project is completed and passes final inspections, each property tax bill installment is paid by the owner, and a Reimbursement Request Form is submitted to the Village.
- **Historic Preservation Fund Matching Grant** – The Village Board may approve funding for up to 50% of eligible project costs, up to a maximum of \$10,000 per project provided by the Village, with a minimum investment of \$20,000 by the applicant. Funds are reimbursed to the applicant after all work is completed, inspected, and approved by the Village and after all contractors have been paid by the applicant.
- **Expedited Processing** – Expedited processing of building permits and applications for landmark designation, historic district designation, and other zoning approvals may be provided on a case by case basis.

Program Requirements

Preservation incentive projects must meet the following program requirements:

- **Eligible Exterior Improvements.** Construction costs for eligible exterior improvements as well as costs for architectural, engineering, design, or historic preservation services (such as for the completion of historic surveys, historic assessment reports, feasibility studies, National Register nominations, or tax credit applications) are eligible subject to approval by the Historic Preservation Commission or Village Board. Costs related to the following are not eligible:
 1. Painting
 2. Landscaping
 3. Fences
 4. Driveways, sidewalks, and other paved areas
 5. Reversible appurtenances, including air conditioning units, gutters, downspouts, antennas, satellite dishes and mail boxes
 6. Routine maintenance and cleaning
 7. New detached garages or changes to existing detached garages, unless the detached garage is considered a historically significant structure
 8. Any accessory building or structure other than a garage (e.g., shed, rear deck, patio, trellis, etc.), unless the accessory building or structure is considered a historically significant structure.
 9. Interior improvements or work.
- **Preservation Incentive Certificate.** Approval of a Preservation Incentive Certificate by the Historic Preservation Commission or Village Board is required prior to initiating a project to ensure that proposed exterior improvements are compatible with the historical character of a structure, and that the proposed project otherwise meets program requirements. All work must be completed in accordance with the conditions of an approved Preservation Incentive Certificate and Preservation Incentive Agreement. Projects shall be reviewed according to the Secretary of the Interior's Standards for the Treatment of Historic Properties and Standards for Rehabilitation, which are available for review on the National Park Service's [website](#).
- **Preservation Incentive Agreement.** The property owner is required to sign an agreement outlining the use and distribution of funds prior to the commencement of any work.
- **Future Maintenance of Improvements.** Applicants are responsible for maintaining approved exterior improvements for five (5) years following the completion of work, unless otherwise approved prior to initiating such work. The Village reserves the right to terminate any agreements for failure to comply with program requirements and the applicant may be liable for reimbursing all provided incentive funds back to the Village.
- **Good Financial Standing.** Applicants must have no outstanding property taxes owed on the property, or other fines, penalties, debts or obligations due and owed to the Village. Both installments of an annual property tax bill must be paid prior to the Village issuing a rebate.
- **Tax Information.** Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. The Village will provide applicants with Form 1099 for income tax preparation purposes. Applicants should consult their tax advisor for tax liability information.

Submittal Requirements

Applicants are required to submit ten (10) individually collated packets containing the following information and an electronic copy (PDFs) to the Community Development Department for an application to be deemed complete. Failure to complete the application form or provide required information listed below will deem an application incomplete, unless specific materials are determined not applicable by the Community Development Department based on the project type. All items must be stapled or paper clipped together. Oversized plans should be printed on 11x17 sized paper and must be folded in half to not exceed 8.5x11 in size.

Required Submittal Items for all Applications

- **Electronic Copy of All Submittal Documents.** An electronic copy of all of the required documents shall be submitted in PDF format on a USB drive, file sharing link, or via email to the Village Planner.
- **Preservation Incentive Application Form.** The signed and completed Preservation Incentive Application Form must be submitted.
- **Certificate of Zoning Compliance (COZC).**
- **Description of Work.** A cover letter or written detailed description should describe all proposed exterior work and identify building materials, colors, and construction methods.
- **Photos of Existing Conditions.** Colored photos should show all elevations of the building and existing conditions, as well as detailed areas where exterior improvements are proposed.
- **Historic Photos or Information.** Where applicable, provide historic photos, documentation, or plans of the property and the original condition of the exterior façade.
- **Plat of Survey.** A plat of survey must include a legible legal description.
- **Site Plan & Building Plans.** Scaled drawings must indicate all proposed changes, dimensions, materials, colors, and any other applicable construction information for exterior work. Where applicable, also include manufacturer specifications sheets of proposed materials.
- **Proof of Ownership / Letter of Authorization.** Proof of ownership (warranty deed, mortgage statement, title insurance document, most recent property tax form, etc.) or a letter of authorization from the property owner providing written consent that the applicant may apply for a Preservation Incentive. Applications must be submitted by the property owner unless permission is granted in writing to the tenant by the property owner. **Only 1 Printed Copy Required**

Additional Submittal Items for Property Tax Rebate & Grant Applications

- **Cost Estimate(s).** The cost estimate from the selected contractor(s) must include itemized, detailed costs for proposed exterior improvements. Depending on the scope of work, multiple cost estimates for eligible exterior work may be submitted for review. Interior work or work completed prior to Village approval is not eligible. Only eligible exterior costs should be included in the cost estimates provided to the Village.
- **W-9 Form.** The IRS Form W-9 (Request for Taxpayer Identification Number and Certification) must be completed and signed by the applicant.

Review and Approval Process

1. **Application Submittal.** Applicants are encouraged to contact the Village Planner prior to formal submittal to discuss proposed plans and program requirements. Complete application packets must be submitted to the Community Development Department at least twenty-eight (28) days prior to the regularly scheduled Historic Preservation Commission meeting to be placed on the agenda.
2. **Review and Approval of a Preservation Incentive Certificate.** The review process is determined by the type of preservation incentives applied for. The Historic Preservation Commission meets the first Wednesday of each month. The Village Board meets the first and third Tuesday of each month. Applicants and/or project representatives must attend the applicable meetings to present the proposal and answer any questions from the Commission and Village Board.
 - **Fee Waivers and Alternative Bulk Zoning Regulations.** Applications are approved by the Historic Preservation Commission. The review process is estimated to take 1-2 months to complete between submittal and final consideration by the Historic Preservation Commission.
 - **Grants and Property Tax Rebates.** Applications require a recommendation by the Historic Preservation Commission and final approval by the Village Board. The review process is anticipated to take 3-4 months to complete.
3. **Signing of the Preservation Incentive Agreement.** Following approval, applicants will sign a Preservation Incentive Agreement, which sets forth the terms and conditions tied to the approval, the timeframe for completing work, and the approved plans that must be followed.
4. **Building Permit Submittal and Issuance.** A building permit must be obtained from the Community Development Department prior to initiating any work requiring a permit. Permits may be reviewed concurrently as a project moves through the formal review process. For projects approved with a building permit fee waiver, the waiver will be applied at the time a permit is issued.
5. **Project Completion & Final Inspections.** Upon completion of all approved work, the applicant must notify the Community Development Department and schedule final inspections. Changes to the approved exterior plans must be reviewed by the Village and may require approval of an amendment by the Historic Preservation Commission and Village Board. Changes completed without prior approval may result in the termination of the Preservation Incentive Agreement and the applicant may be liable for reimbursing all incentive funds back to the Village.
6. **Project Closeout & Reimbursements.**
 - **Grant Reimbursement.** Grant funds will be reimbursed to the applicant following the completion of all approved work, a final inspection by the Village, submittal of a Reimbursement Request Form, and proof of payment / receipts of final paid invoices to contractors, consultants, or other companies to the Community Development Department.
 - **Property Tax Rebates.** Property owners must submit a Reimbursement Request Form to the Village after each installment of their property tax bill is paid during the duration of the approved property tax rebate period. The first rebate will apply to the next property tax installment following the completion of all approved work, a final inspection by the Village, and proof of payment / receipts of final paid invoices to contractors, consultants, or other companies to the Community Development Department. For example, if work is completed in May, a property owner can submit the first Reimbursement Request Form for the following property tax bill installment due in September.