

# CITY OF BELLEVILLE

## BUSINESS ASSISTANCE PROGRAM



REVISED: SEPTEMBER, 2017

VETERANS MEMORIAL FOUNTAIN ON THE SQUARE \* NATIONAL SHRINE OF OUR LADY OF THE SNOWS\*  
ART ON THE SQUARE \* LINDENWOOD UNIVERSITY \* SOUTHWESTERN ILLINOIS COLLEGE \*  
ALL AMERICA CITY AWARD 2011 \* METROLINK LIGHT RAIL SYSTEM \* MIDAMERICA-ST. LOUIS AIRPORT \*  
BELLE VALLEY INDUSTRIAL PARK \* HISTORIC DISTRICTS\* BIKE TRAIL SYSTEM \*  
\* SISTER CITY OF ST. LOUIS, MISSOURI & PADERBORN, GERMANY\*

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**A. CITY OF BELLEVILLE PROGRAMS**

**INTRODUCTION & PURPOSE STATEMENT:**

In an effort to attract new business development, private investment, and growth to Belleville as well as assist existing firms to expand thereby increasing the local tax base and further providing job opportunities, the Belleville, Illinois City Council has established several programs to provide various financial incentives and inducements. One of the primary goals of the City Administration is to provide a suitable environment and delivery of essential public services to attract and enhance new business development and investments. Programs that the City of Belleville presently offers new and existing businesses include: 1.) Sales Tax and Property Tax Abatements through the Belleville Enterprise Zone; 2.) Public Improvements through Tax Increment Financing (TIF) Districts; and 3.) Financial inducements to private enterprises via tax increment financing.

Each of these programs have proven successful in meeting the diverse development needs of the business community as well as serve to place Belleville in a more competitive position in working with the private sector in assisting them in making the decision to locate or expand within the corporate limits of Belleville. The City works in close cooperation with agencies and economic development organizations such as the Greater Belleville Chamber of Commerce, St. Clair County Intergovernmental Grants Department, Southwestern Illinois Development Authority, utility companies and various state agencies to pool resources and expertise in putting together proposals and incentives to assist businesses.

This packet therefore is designed to provide background information on the available community and economic development programs and resources that the City can provide in conjunction with several agencies.

Questions and/or inquires should be directed to:

Mayor Mark W. Eckert  
101 South Illinois Street  
Belleville, IL 62220  
Phone: (618) 233-6810  
Email: [meckert@belleville.net](mailto:meckert@belleville.net)

Economic Development, Planning & Zoning Department  
407 East Lincoln Street  
Belleville Illinois, 62220  
Phone: (618) 233-6810, Ext. 1249  
Email: [edpz@belleville.net](mailto:edpz@belleville.net)

City of Belleville Website: [www.belleville.net](http://www.belleville.net)

## 1. ENTERPRISE ZONE

The Enterprise Zone program is designed to provide certain tax-related incentives and benefits to encourage and foster new business development to stimulate new job creation as well as retention of existing jobs\*.

The Belleville Enterprise Zone encompasses approximately 10 square miles and includes the main commercial areas of the community (See attached map). Through the Enterprise Zone, projects can obtain a Building Materials Exemption Certificate (BMEC) for the exemption of sales tax on building materials that will be used in a project located within the Belleville Enterprise Zone. **Projects only requesting a BMEC should only complete the BMEC Project Information Form. All entities (contractors, sub-contractors, etc.) that will purchase qualifying building materials for the project must complete the BMEC Application.**

Furthermore, the City offers potential partial abatement of real estate taxes directly related to new and expanded commercial and industrial development projects that occur within the designated Zone boundaries. The five-year potential property tax abatement is based upon the increase in the assessed valuation resulting from the physical improvements. This five-year time frame is subject to change due to the existing life of the Enterprise Zone. By law, properties located in an area overlapped by a TIF district are only eligible for an incremental property tax rebate through the TIF district.

The Property Tax Abatement, which is based upon the assessed value of the physical structure to be constructed/renovated, is not automatic. Each project is reviewed by City staff with both employment\* and private investment having equal importance. Based upon these two (2) major criteria and other notables, the City staff will make a recommendation to the City Council on what particular incentives, if any, should be offered after both the short and long term financial ramifications to the City are projected, should those incentives be legally committed.

The Business Assistance Program Application (attached) must be completed in its entirety for the City to properly review the project's merits. Business Plans, Company Performa(s), Financial Statements, Marketing Information, etc. describing the business shall be provided at the request of staff as a part of the application process. The level of assistance requested may necessitate additional information or documentation.

### CRITERIA:

In order for a business to be considered for a potential BMEC and/or Property Tax Abatement, the following requirement must be met:

1. Must be a legally established "for profit" business enterprise recognized by the Illinois Department of Revenue and must further be in good financial standing.
2. Project must be located within the limits of the Belleville Enterprise Zone to be eligible for any potential incentives and/or inducements.
3. Generally, businesses determined eligible shall include commercial establishments both retail and wholesale, service businesses including professional offices, industrial firms including manufacturing and warehouse facilities.
4. Project must be located in an area suitably zoned for the purposed use or have obtained the appropriate variance or Special Use Permit.
5. Business must show evidence of financial capacity to complete the project. This may involve letters of credit, documentation of conventional loans, availability of owner equity and other financial resources, etc. and shall be provided at the request of staff.
6. Businesses for which a BMEC is used and BMEC holders are required to report to the Illinois Department of Revenue (IDOR) regarding use of the BMEC. IDOR will contact each business and BMEC holder regarding said report.

## **2. TAX INCREMENT FINANCING (TIF)**

The City of Belleville has several active Tax Increment Financing (TIF) Districts (see map attached) that were established to provide a funding mechanism to promote and enhance redevelopment in specific areas of the community. A TIF district must meet specific criteria as being “blighted or conservation areas” as prescribed by Illinois State Statutes. The TIF program enables the City to capture “incremental property taxes” generated from improvements and redevelopment occurring within the TIF boundaries over the life of the TIF. The legislation allows TIFs to continue for 23 years from the date the district is established.

TIF funds generated within the district are retained by the City and are generally used for a variety of public activities including; acquisition of property, infrastructure improvements, and other eligible costs as specified in the statutes which are directly beneficial to the applying business.

If a Business Assistance Program application is approved, the City will enter into a “Development Agreement” with the applicant business. Through the agreement, the business agrees to complete the project and make certain improvements. In return, the City could reimburse the business an agreed upon amount of funds derived from the “increase” in the property taxes that the project generates depending upon the merits of the project. Job creation/retention and private investment must be adequately documented for such a Development Agreement to even be considered.

### **CRITERIA:**

In order for a business to be considered for a potential TIF inducement, the following requirement must be met:

1. Project must be located within the limits of a TIF district to be eligible for any potential incentives and/or inducements.
2. Generally, businesses determined eligible shall include commercial establishments both retail and wholesale, service businesses including professional offices, industrial firms including manufacturing and warehouse facilities.
3. Project must be located in an area suitably zoned for the purposed use or have obtained the appropriate variance or Special Use Permit.
4. Project must show evidence of financial capacity to complete the project. This may involve letters of credit, documentation of conventional loans, availability of owner equity and other financial resources, etc. and shall be provided at the request of staff.

**3. Façade Improvement Program:** Reimbursements of 20% up to \$5,000 per façade are available for rehabilitation of the façade of commercial buildings located within a TIF district or Special Service Area.

### **Requirements**

1. Façade must face a public street and be located within a Façade Improvement District and within a TIF district or Special Service Area. For buildings with more than one façade is visible from the street (i.e. corner lots), additional Façade Improvement applications may be considered.
2. Façade plan must be approved by City Council prior to work commencement. Any work performed prior to City Council approval will not be eligible for reimbursement.
3. All proper permits must be obtained prior to work commencement.
4. Proof of project expenditures must be provided for reimbursement to be processed.
5. Home-based businesses are not eligible for Façade Improvement Program funding.

### **Eligible Façade Improvements**

- A. Exterior signage, awnings, canopies, sunshades (with approved sign permit).
- B. Painting of exterior surface treatment.
- C. Asphalt paving, replacement or repair of tiles or decorative pavers, sidewalk or courtyard repaving (not in public right-of-way).
- D. Repair or replacement of masonry walls or footings, tuck pointing.

- E. Outdoor lighting.
- F. Installation, repair or replacement of security fencing.
- G. Repair or replacement of windows and doors, including shutters.
- H. Installation or replacement of landscaping.
- I. Roof repairs visible from the public view.
- J. Public art attached to building (i.e. murals).
- K. Window treatments viewable from the public right-of-way on eligible façade wall (Must be part of a larger project).
- L. Cornice repair or replacement.
- M. Repair or replacement of gutters and downspouts.
- N. Removal of inappropriate finish materials.

**Ineligible Façade Improvement Items**

- A. Vinyl letter signage (windows).
- B. Portable signs (i.e. sandwich boards; signs not mounted to building).
- C. Flags or banners.
- D. Benches, tables, chairs, umbrellas or trash receptacles.
- E. Additional enclosed square footage or gross leasable area.
- F. Roof repairs not visible from the public view.
- G. Mechanical equipment.
- H. Billboards.
- I. Interior renovations.
- J. HVAC
- K. Non mixed-use residential properties.
- L. General repair and/or maintenance.
- M. Utility and trash enclosures.

**PROCEDURES:**

In order for a business to be considered for the potential inducements, the following steps and procedures are required to be followed:

1. Project must take be located within the boundary of a TIF district, Enterprise Zone, Façade Improvement District or Special Service Area respectively.
2. Applicant business must complete and return the appropriate application forms (attached) Part(s) I-III, including pertinent documentation (i.e. number of Full Time Equivalent (FTE) jobs\* to be created/retained\*\*, total amount of investment, construction schedule and evidence of project financing.).
3. Completed applications will be submitted to the Economic Development, Planning & Department for review and comment. Incomplete forms will be returned to the applicant with an explanation on additional information as may be required. Applications are due on the last Wednesday of each month with final approval potentially occurring on third Monday of the following month.
4. Within thirty (30) days of acceptance of the application and required documentation, the Economic Development, Planning & Department will submit the application for review to the Economic Development & Annexation Committee.
5. The Economic Development & Annexation Committee and Finance Committee shall approve, deny or amend the application. The decision of the Committees shall be made respectively in an open meeting properly held and advertised. If approved by the Economic Development & Annexation Committee and Finance Committee respectively, the application will be incorporated into a “Development Agreement” outlining the specific terms and conditions of the inducements. The Development Agreement will be forwarded to City Council for approval\*\*\*.
6. The Economic Development & Annexation Committee and Finance Committee shall respect the

confidentiality of financial records of the business as allowed by law.

7. The recommendation of the Economic Development & Annexation Committee and Finance Committee respectively must be submitted and approved by a majority vote of the City Council before any property inducements can be realized.
8. All businesses that enter into a Development Agreement with the City of Belleville are required to submit a Certification of Compliance With Development Agreement Annual Report form for the life of the agreement. The life of the agreement is defined as the commitment of time to remain and operate at the subject site.

\* "Full-time equivalent job" means a job in which the new employee works for the recipient or for a corporation under contract to the recipient at a rate of at least 35 hours per week. A recipient who employs labor or services at a specific site or facility under contract with another may declare one full-time, permanent job for every 1,820 man hours worked per year under that contract. Vacations, paid holidays, and sick time are included in this computation. Overtime is not considered a part of regular hours.

\*\*"Full-time retained job" means any employee defined as having a full-time or full-time equivalent job preserved at a specific facility or site, the continuance of which is threatened by a specific and demonstrable threat, which shall be specified in the application for development assistance. A recipient who employs labor or services at a specific site or facility under contract with another may declare one retained employee per year for every 1,750 man hours worked per year under that contract, even if different individuals perform on-site labor or services.

\*\*\*Private investment and/or jobs created prior to City Council approval shall not be considered in the review process.

**PENALTIES:**

In the event that the business fails to meet its obligations, as outlined in a Development Agreement, of any and all incentives approved by City Council, any and all public funds provided under the Enterprise Zone program shall be repaid to the City of Belleville by the business and all remaining amounts to be provided, if any, shall be terminated.

**B. Other Resources/Sources of Assistance:**

1. St. Clair County Economic Development Department  
10 Public Square, Room A300  
Belleville, IL 62220  
(618) 277-6600, Ext. 2672  
<http://www.co.st-clair.il.us/Departments/Economic+Development/default.htm>
2. Illinois Department of Commerce & Economic Opportunity (DCEO)  
1022 Eastport Plaza Drive  
Collinsville, IL 62234  
(618) 304-9466  
[www.illinoisbiz.biz](http://www.illinoisbiz.biz)
3. Illinois Finance Authority  
500 East Monroe, Third Floor  
Springfield, IL 62701  
(217) 782-5792/(217) 782-3989 (fax)  
[www.il-fa.com](http://www.il-fa.com)  
2929 Broadway St., #7B  
Mt. Vernon, IL 62864  
(618) 244-2424/(618) 244-2433 Fax
4. Small Business Development Center  
Alumni Hall  
Room 2126  
Edwardsville, IL 62026-1107  
(618) 650-2929/(618) 650-2647 (fax)  
<http://www.siu.edu/business/sbdc/>  
601 James R. Thompson  
Building D, Room 2081  
East. St. Louis, IL 62201  
(618) 482-8330/(618) 482-8341 (fax)  
[eslsuesbdc@yahoo.com](mailto:eslsuesbdc@yahoo.com)
5. Southwestern Illinois Development Authority (SWIDA)  
1022 Eastport Plaza Drive  
Collinsville, IL 62234  
(618) 345-3400  
[www.swida.org](http://www.swida.org)
6. Belleville Main Street  
216 East 'A' Street  
Belleville, IL 62220  
(618) 239-9428  
[www.bellevillemainstreet.net](http://www.bellevillemainstreet.net)
7. Greater Belleville Chamber of Commerce  
216 East 'A' Street  
Belleville, IL 62220  
(618) 233-2015  
[www.bellevillechamber.com](http://www.bellevillechamber.com)



**CITY OF BELLEVILLE BUSINESS ASSISTANCE APPLICATION**  
**(To be completed by Project Owner or Agent)**

**PART I- PROJECT INFORMATION:**

**(If only seeking BMEC, please skip to BMEC Project Information Form.)**

1. Legal Business Name/Applicant: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
- 4a. Federal Tax I.D. #: \_\_\_\_\_ 4b. Unemployment Insurance #: \_\_\_\_\_
5. Contact Person/Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street Address of Proposed Project: \_\_\_\_\_
6. Name of Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Permanent Parcel # \_\_\_\_\_  
(From Real Estate Tax Bill or St. Clair County Assessor's Office)
- 8a. Is project located in the City of Belleville Enterprise Zone?  NO  YES (See attached Map)
- 8b. Is project located within a Tax Increment Financing (TIF) District?  NO  YES District # \_\_\_\_\_  
(See attached Map)
9. General Description of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Project Classification: (specify)  Commercial  Industrial \_\_\_\_\_ SIC # (Standard Industrial Classification)
11. Type of Project:  New Construction  Remodeling of Existing Building  Expansion of Existing Building
12. Is this a new business or existing business?  New  Existing
13. Does this project involve a move from another location:  NO  YES  
(If YES, indicate City and State): \_\_\_\_\_
14. Expected Project Start Date: \_\_\_\_\_ Expected Project Completion Date: \_\_\_\_\_

15. Estimated Cost of Remodeling: \$ \_\_\_\_\_

New Construction: \$ \_\_\_\_\_

Capital Equipment: \$ \_\_\_\_\_

Property Acquisition: \$ \_\_\_\_\_

Site Preparation, Utilities, Etc.: \$ \_\_\_\_\_

**Total Estimated Project Cost:** \$ \_\_\_\_\_

16. Number of Full Time Equivalent (FTE) Jobs\*:

a. Presently at project location: \_\_\_\_\_

b. Present Jobs to be Retained\*\*: \_\_\_\_\_

c. Created\*\*\* within one (1) year of project completion: \_\_\_\_\_

d. Additional Jobs Created after one (1) year and within two (2) years: \_\_\_\_\_

18. Projected Annual Sales Subject to Sales Tax: \_\_\_\_\_

19. Incentives Requested:

Abatement of Property Tax on Incremental Improvements (**Enterprise Zone only**)

Rebate of Property Tax on Incremental Improvements (**TIF/EZ Overlap Area**)

Façade Improvement Reimbursement

Reimbursement of TIF eligible costs

\*"Full-time equivalent job" means a job in which the new employee works for the recipient or for a corporation under contract to the recipient at a rate of at least 35 hours per week. A recipient who employs labor or services at a specific site or facility under contract with another may declare one full-time, permanent job for every 1,820 man hours worked per year under that contract. Vacations, paid holidays, and sick time are included in this computation. Overtime is not considered a part of regular hours.

\*\*"Full-time retained job" means any employee defined as having a full-time or full-time equivalent job preserved at a specific facility or site, the continuance of which is threatened by a specific and demonstrable threat, which shall be specified in the application for development assistance. A recipient who employs labor or services at a specific site or facility under contract with another may declare one retained employee per year for every 1,750 man hours worked per year under that contract, even if different individuals perform on-site labor or services

\*\*\*"Created" means the number of jobs for which persons are hired or are expected to be hired within 2 years as a result of the new investment, not including construction jobs or spin-offs that may be created.

**PART II- ADDITIONAL PROJECT INFORMATION**

Please include any available information such as a Business Plan, Financial Statements, etc., that can provide information, project wise, for the City Staff to review. Such information shall be provided at the request of staff as needed.

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Attachments (Please check all that apply):

- Business Plan       Financial Statements       Plans/Renderings of Project (Required for façade improvement requests)
- Letter of Credit       Marketing Information
- Other (Please describe): \_\_\_\_\_

**PART III- SIGNATURE OF PROJECT REPRESENTATIVE & PROPERTY OWNER**

**Project Representative**

I hereby certify I have read and understand the content of the Business Assistance Program pamphlet and to the best of my ability present the above information as true and accurate. Further, I certify that but for the inducements requested under this application, the project, as proposed, cannot be completed.

_____ SIGNATURE	_____ TITLE	_____ DATE
_____ NAME (PLEASE PRINT)		

**Property Owner**

I hereby certify that I am aware of and in favor of the proposed project on my property as put forth in this application.

_____ SIGNATURE	_____ NAME (PLEASE PRINT)	_____ DATE
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**NOTE: APPLICATIONS WILL NOT BE CONSIDERED FOR APPROVAL UNTIL THEY ARE COMPLETED IN FULL AND SIGNED BY THE APPLICANT AND THE PROPERTY OWNER.**



Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Office Use Only

**City of Belleville Enterprise Zone**  
**Building Materials Exemption Certificate (BMEC) Project Information Form**  
**(To be completed by project owner/agent at project initiation. All items are required)**

**Business**

- Legal Business name: \_\_\_\_\_
- Address/City/State/ZIP: \_\_\_\_\_
- Federal Employer Identification Number (FEIN): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email address: \_\_\_\_\_  
(This is how IDOR will provide you with the BMEC and contact you regarding reporting, etc.)

**Project**

- Project Address: \_\_\_\_\_
- Building Permit Issue Date (If applicable): \_\_\_\_\_
- Type of Project:  New Construction  Remodeling/Rehab  Expansion of Existing Bldg.

**Project Estimates**

- Estimated project completion date: \_\_\_\_\_
- Estimated building materials cost: \_\_\_\_\_
- Estimated labor cost: \_\_\_\_\_
- Estimated FTE employees at project initiation: \_\_\_\_\_
- Estimated FTE employees at project conclusion: \_\_\_\_\_
- Annual sales subject to sales tax (if applicable): \_\_\_\_\_

**Office Use Only**

**Project Closeout Information**

- Project completion date: \_\_\_\_\_
- Building material costs: \_\_\_\_\_
- Labor costs: \_\_\_\_\_
- FTE employees at project completion: \_\_\_\_\_
- Annual sales subject to sales tax (if applicable): \_\_\_\_\_



Project Name: _____ Date: _____ Office Use Only
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**City of Belleville Enterprise Zone**  
**Building Materials Exemption Certificate (BMEC) Application**  
**(All items are required)**

**Business**

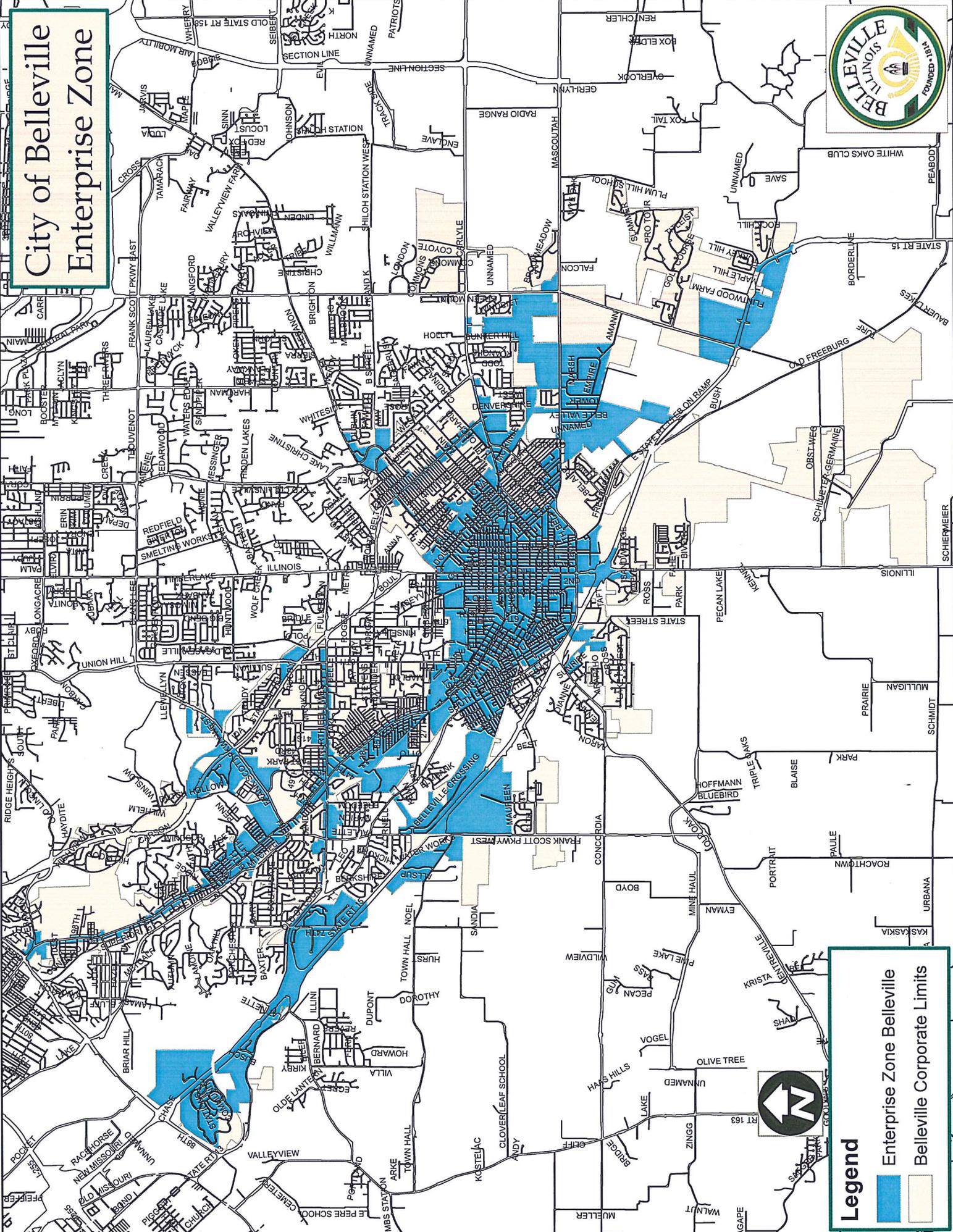
- Federal Employer Identification Number (FEIN): \_\_\_\_\_  
(If a single proprietor with no FEIN, a social security number is acceptable.)
- Legal Business name: \_\_\_\_\_
- Address/City/State/ZIP: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email address: \_\_\_\_\_  
(This is how IDOR will provide you with the BMEC and contact you regarding reporting, etc.)

**Project Information and Estimates**

- Project address: \_\_\_\_\_
- Contract Amount (Not including subcontractors): \_\_\_\_\_  
(Subcontractors are required to obtain their own BMEC.)
- Percentage of contract that will consist of building materials: \_\_\_\_\_  
(Dollar amount will not be accepted.)
- Estimated project completion date: \_\_\_\_\_

\*Contract amount, percentage, and completion date can be amended at a later date if necessary.

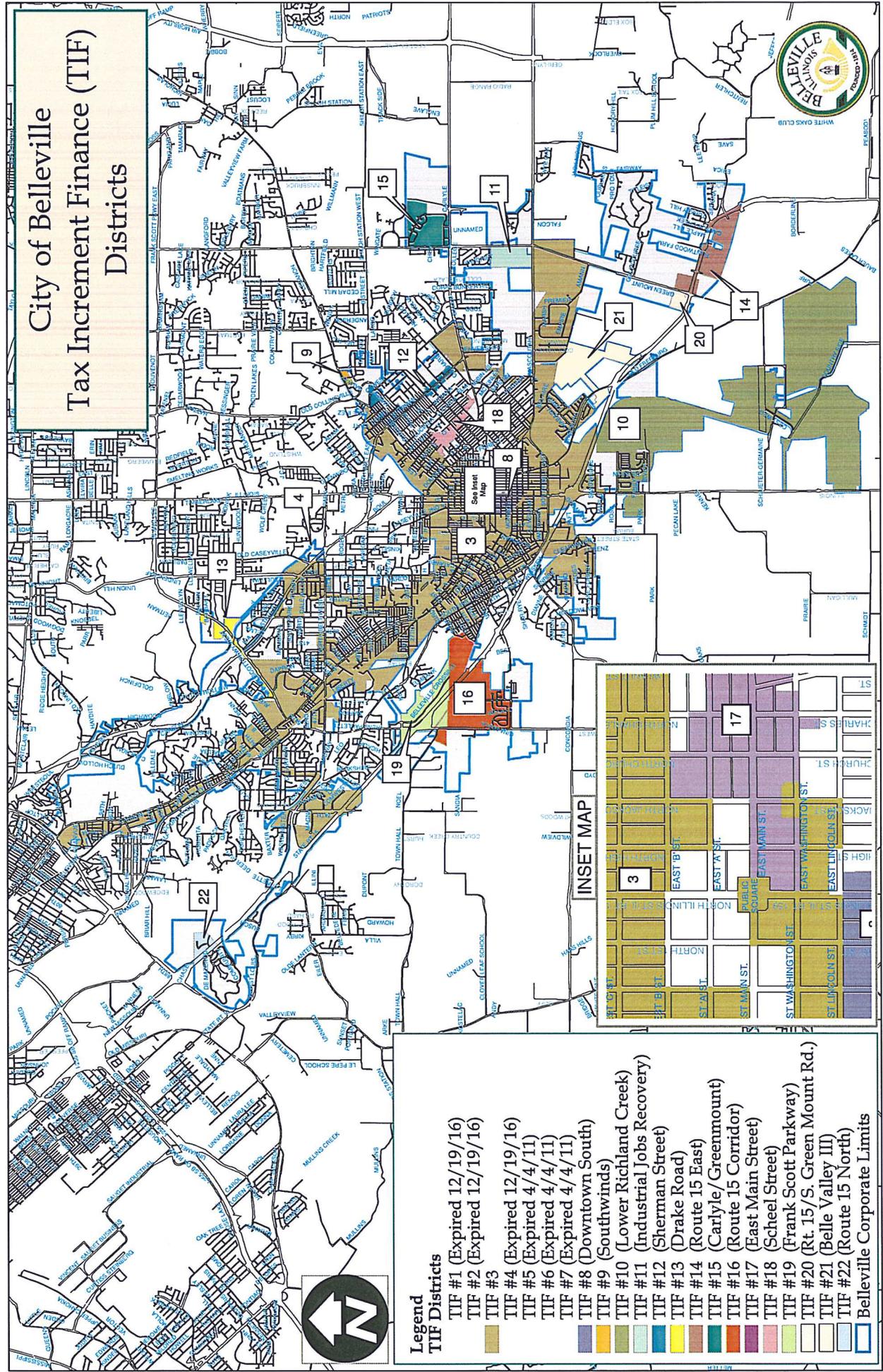
# City of Belleville Enterprise Zone



**Legend**

- Enterprise Zone Belleville
- Belleville Corporate Limits

# City of Belleville Tax Increment Finance (TIF) Districts



- Legend**  
**TIF Districts**
- TIF #1 (Expired 12/19/16)
  - TIF #2 (Expired 12/19/16)
  - TIF #3
  - TIF #4 (Expired 12/19/16)
  - TIF #5 (Expired 4/4/11)
  - TIF #6 (Expired 4/4/11)
  - TIF #7 (Expired 4/4/11)
  - TIF #8 (Downtown South)
  - TIF #9 (Southwinds)
  - TIF #10 (Lower Richland Creek)
  - TIF #11 (Industrial Jobs Recovery)
  - TIF #12 (Sherman Street)
  - TIF #13 (Drake Road)
  - TIF #14 (Route 15 East)
  - TIF #15 (Carlyle/Greenmount)
  - TIF #16 (Route 15 Corridor)
  - TIF #17 (East Main Street)
  - TIF #18 (Scheel Street)
  - TIF #19 (Frank Scott Parkway)
  - TIF #20 (Rt. 15/S. Green Mount Rd.)
  - TIF #21 (Belle Valley III)
  - TIF #22 (Route 15 North)
  - Belleville Corporate Limits

