



COOK COUNTY CLASS 6B VILLAGE OF NORTHBROOK APPLICATION

When submitting a request to the Village of Northbrook for a Cook County Class 6b resolution of support, please submit one reproducible copy of the following information to the Deputy Director of Development and Planning Services (DPS), 1225 Cedar Lane, Northbrook, IL 60062. If you have questions regarding the application materials or process, please contact the DPS Department at (847) 664-4050.

GENERAL INSTRUCTIONS

- Prior to completing an application, an applicant is strongly encouraged to contact the DPS Department to discuss the property and project for which they are requesting the Class 6b classification. The contact information is listed above.
- Fill out the application materials completely. If any questions are left unanswered or required documents not submitted, an explanation for the omission must be included.
- Only typed applications will be accepted and reviewed.
- Only complete applications will be presented to the Board of Trustees for consideration.

REQUIRED APPLICATION MATERIALS

Please submit a completed Cook County Assessor's Office *Class 6b Eligibility Application* & all applicable attachments, plus the following information.

Economic & Fiscal Impacts of Business on the Community

1. Provide the North American Industry Classification System (NAICS) code(s) for the business to occupy the subject property. Describe the potential for future growth of the business and of the industry the business is in.
2. If an existing business, provide information regarding the business' current operations, such as locations, size of current facilities, and number of current employees. Also explain why the business is relocating or expanding to Northbrook.
3. Do any Northbrook businesses provide services or supplies to the business that will be locating on the subject property? If so, please list the businesses and describe the services/supplies they would provide?
4. Does the business that will be locating on the subject property provide services or supplies to Northbrook businesses? If so, please list the businesses and describe the services/supplies that would be provided to them.
5. Explain by how much the proposed construction of building additions or other significant improvements to the site would increase the assessed value of the property.
6. Will the project require the Village to invest in public infrastructure improvements? If so, what percentage of the costs of those improvements will the business/developer contribute?
7. Will the project generate new local sales tax? If so, how much would be annually generated?
8. Is the business a start-up company or an expansion of an existing Northbrook operation?
9. Describe the business' history of contributing to its community through volunteer work, financial contributions or other means. If a new start-up business, please demonstrate the business' commitment to becoming involved in the community.

Conditions of Existing Building /Site and Private Financial Contribution Compared to Public Assistance

10. If purchasing the property, provide documentation from the current property owners that they have made a reasonable effort to market the property, including a description of those efforts. Provide a chronological detail of those efforts.
11. Has the current owner of the subject property filed a vacancy appeal with the County within the last two years? If so, please provide a copy of the appeal and details of how the appeal has affected the assessed value of the property.
12. Submit a tax impact table showing the projected property taxes that would be paid if the 6b is granted over the life of the 6b and the property taxes that would be paid if the property is reused without the 6b (A suggested format is available in a Microsoft Excel worksheet).

13. Submit copies of the property tax bill for the subject property for the past three years.
14. Provide an explanation and documentation for why the site in question is difficult to lease or sell due to age, size, condition, or unique characteristics of the building.
15. If purchasing the property, provide a copy of a certified appraisal of the property or other documentation demonstrating that the property's purchase price is not the reason for needing a Class 6b incentive;
16. Provide documentation indicating that deferred maintenance issues are not the reasons for needing the 6b incentive.
17. Provide details regarding the amount of investment the applicant and the business planning to occupy the subject property plan to invest in the property.
18. What is the purchase price of the real property on the subject property? Provide support documentation, such as a copy of the purchase contract.
19. Submit a narrative and supporting documents indicating the need for the 6b incentive.

Quality Jobs to be Created

20. Provide the projected number of employees that will be located at the Northbrook facility and the average wage for those employees.
21. Provide a break down between full-time, part-time, and seasonal employees at the Northbrook facility.
22. Provide a breakdown between current employees, if any, that will transfer from the business' existing facilities and new employees from the local area.
23. Provide the projected total annual payroll for the Northbrook facility.

Environmental Impact (please see the Village Climate Action Plan (CAP) here:

<https://www.northbrook.il.us/993/Climate-Action-Plan>)

24. Please describe if the business has implemented any of the recommendations of the CAP, including for example,:
 - a. Comprehensive energy and resource efficiency programs, including green buildings (e.g. LEED certification, binding energy efficiency commitments, etc.)
 - b. Comprehensive waste reduction, waste exchange, and recycling programs.
 - c. Products/services that expand markets for recycled materials.
 - d. Development of renewable energy resources or products that conserve energy.

Class 6b General Requirements & Standards

25. Does the proposal satisfy all applicable Cook County criteria for the approval of a Class 6b incentive?
26. Does the applicant agree to develop, operate, and maintain the Subject Property in compliance with all codes and ordinances of the Village of Northbrook?
27. Does the applicant acknowledge that the Village shall not renew a Class 6b incentive after the initial 12-year Class 6b assessment time period has expired?
28. Does the applicant agree to tie the property tax relief from the Class 6b classification to a specific business(es) locating and remaining on the subject property for length of the 12-year Class 6b assessment time period?
29. The applicant must acknowledge that it must enter into an agreement with the Village setting the terms and conditions for the Village's support and consent to the Class 6b classification.

APPLICATION FEES & DEADLINES

Along with the application materials, please submit a check in the amount of \$5,000 to cover Village staff, legal and consultant expenses to process the application.

The Village Board meets on the second and fourth Tuesday of each month. Completed applications should be submitted to the Deputy Director of DPS (contact information listed above) two weeks prior to the meeting at which the applicant wishes to have the Board review the preliminary application.

VILLAGE OF NORTHBROOK GUIDELINES

The Northbrook Board of Trustees shall use the following guidelines when determining the suitability of a specific request for a Cook County Class 6b Classification.

Economic & Fiscal Impacts of Business on the Community

(50% consideration)

Higher consideration to be given for:

- Potential for future growth of the business and of the industry the business is in.
- Businesses that build on the resources, materials, and workforce of the local community.
- A greater increase in the assessed value of the property through the construction of building additions or making other significant improvements to the site.
- Projects not requiring new public capital improvements. If public infrastructure improves are necessary, a greater contribution by the developer for public infrastructure improvements.
- A greater amount of sales tax base expansion.
- Businesses that have a history of contributing to their communities through volunteer work, financial contributions or other means. If a new start-up business, the business demonstrates its commitment to becoming involved in the community.
- Start-up companies and expansions of existing local operations.

Conditions of Existing Building /Site and Private Financial Contribution Compared to Public Assistance

(30% consideration)

Higher consideration to be given for:

- Buildings that have been vacant for one year or more.
- Sites for which prior to applying for a Class 6b exemption, a vacancy appeal for the site has been granted by Cook County.
- A property owner demonstrating that reasonable efforts have been made to market the property over time.
- Sites that are difficult to lease or sell due to age, size, condition, or unique characteristics of the building.
- Sites for which the purchase price of the property is market rate and is not the reason for needing a 6b incentive and for which deferred maintenance issues are not the reasons for needing the 6b incentive.
- A greater ratio of investment by the assisted business compared to amount of Class 6b relief.
- A lower ratio of Class 6b relief compared to total annual payroll
- A greater ratio of value of improvements to existing the building to purchase price of the real property.
- Quality of the case being made that the Class 6b is necessary for the project to move forward.

Quality Jobs to be Created

(20% consideration)

Higher consideration to be given for:

- Higher wage rates.
- Full-time; long-term, non-seasonal positions.

OVERALL CONSIDERATION – 100%

Environmental Impact

(Bonus Consideration of up to 5%)

Higher consideration to be given for:

- The more environmentally sound the company's operation, including but not limited to:
 - Comprehensive energy and resource efficiency programs, including green buildings (e.g. LEED certification, binding energy efficiency commitments, etc.)
 - Comprehensive waste reduction, waste exchange, and recycling programs.
- The more environmentally sound the company's products/services, including but not limited to:
 - Products/services that expand markets for recycled materials.
 - Development of renewable energy resources or products that conserve energy.

Class 6B General Requirements & Standards

1. The proposal must satisfy all applicable Cook County criteria for the approval of a Class 6b incentive;
2. The proposal must be consistent with the Comprehensive Plan and Strategic Plan for Economic Development
3. The applicant shall agree to develop, operate, and maintain the Subject Property in compliance with all codes and ordinances of the Village of Northbrook;
4. The Village shall not renew a Class 6b incentive after the initial 12-year Class 6b assessment time period has expired.
5. The Village's support of a particular Class 6b request shall be tied to a specific business(es) that will occupy the subject property and benefit from the Class 6b property classification.
6. The Village shall require an agreement with the applicant setting the terms and conditions for Class 6b approval.

Class 6B Review Process

Prior to the Board of Trustees' preliminary review of a Class 6b request, the Village will transmit the application to School District 225, the Park District, library the impacted elementary school district to begin a 30-day public review and comment period. If providing a formal recommendation, School District 225, the Park District, library and the impacted elementary school district must submit its formal recommendation promptly after the 30-day public review and comment period.

Reimbursement of Village Expenses

An applicant requesting the Class 6b Classification shall be responsible for the actual expenses incurred by the Village in processing an application. Such costs shall include, but not be limited to, the following direct and indirect expenses: (1) administrative and document preparation and review by Village staff, (2) professional and technical consultant services, (3) legal review, consultation, and document preparation, and (4) copy reproduction, document recordation, postage, and other miscellaneous expenses necessary to process the request.

Application Fee & Escrow Deposit

A\$5,000 application fee and escrow deposit shall be submitted with each Class 6b request to reimburse the Village for expenses associated with processing the application. If these expenses exceed the amount of the initial application fee and escrow deposit, the applicant is responsible for reimbursing the Village for the additional expenses. If the Village does not approve the request and the actual expenses are less than the amount of the fee and escrow deposit, the applicant will be issued a refund of the surplus funds by the Village. If the Village approves the request and the actual expenses are less than the amount of the fee and escrow deposit, the Village will retain all surplus funds.

