

# Adopt-a-Landmark Fund

## 2023 APPLICATION



**DPD**

Department of Planning  
and Development

*The Adopt-a-Landmark Fund provides grants to support the restoration of designated landmark buildings and structures throughout Chicago. The funds are generated by downtown construction projects that contribute to the Neighborhood Opportunity Bonus system.*

## PROJECT ELIGIBILITY

Properties that qualify for Adopt-a-Landmark grants include individually designated City of Chicago landmarks and contributing buildings in designated City of Chicago landmark districts. Adopt-a-Landmark Fund projects must meet the following conditions:

- Restoration projects must be consistent with Commission on Chicago Landmarks (CCL) standards and guidelines.
- Scope of work must involve an exterior renovation that's visible from the street or interior work that's accessible by the public, and routine maintenance is not eligible.
- The CCL must approve the scope of work and associated budget for the restoration project pursuant to its standard review and approval process.

## REVIEW PROCESS

The Department of Planning and Development (DPD) will review all complete applications based on the funding priority and the criteria listed on page four. Applications selected to receive Adopt-a-Landmark Fund grants shall be presented to CCL for review and approval of the scope of work and associated budget. Projects selected that seek grants that exceed \$250,000 will require approval of the City Council.

After projects are selected, the property owner of the landmark receiving the funds must enter into an agreement with DPD and CCL regarding the manner in which the funds will be used in a form approved by the City's Corporation Counsel. Any funds that have not been used upon completion of the restoration project shall be returned to the Adopt-a-Landmark Fund and applied to other eligible landmark restoration projects. (Please visit [chicago.gov/aal](https://chicago.gov/aal) to see a template agreement for reference only. Please do not fill out or submit this agreement at this time).

## SUBMISSION PROCESS

Anyone interested in applying can attend a pre-submission meeting, which will take place on Zoom on March 29, 2023 at 3:00pm. Registration information can be found at [chicago.gov/aal](https://chicago.gov/aal).

Applications are due by 4 p.m. on Wednesday, June 21. Applications should include one hard copy and a USB drive containing all application materials, and submitted to Department of Planning and Development, Adopt-a-Landmark Fund, 121 N. LaSalle St., Room 1000, Chicago, IL 60602.

Questions on the application and the submittal process can be directed to Historic Preservation staff at [landmarks@cityofchicago.org](mailto:landmarks@cityofchicago.org).

# 2023 APPLICATION

## FOR PROJECTS \$30,000 OR MORE

Project Address: \_\_\_\_\_

Landmark Name/Landmark District: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Total Funds Requested: \_\_\_\_\_

### PART 1: COMPLETE THE FOLLOWING INFORMATION

#### PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROPERTY OWNER

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

#### APPLICANT (if different from Owner)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

#### PRIMARY CONTACT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## PART 2: SUBMIT THE FOLLOWING MATERIALS

Please submit a hard copy and electronic version of the following with the application:

- Letter requesting the funds and a narrative of the project that describes the overall project, the project timeline, including start/end dates and any time constraints affecting the project, as well as an explanation of why Adopt-a-Landmark funds are needed.
- 11" x 17" existing and proposed plans, elevations and details of the project to the extent available; 3D color renderings as applicable.
- Itemized project budget and written scope of work. The budget should separate hard costs from soft costs and must include line items for a title company escrow fee and a third party A/E firm to monitor disbursements of escrow funds. Please also identify the basis of the cost estimates for the proposed work (e.g. A/E estimates, contractor's estimate, bids, etc.). Projects needing Adopt-a-Landmark Fund grants over \$250,000 must comply with the City's M/WBE and local hiring requirements.
- Identified sources of funds, as applicable, for project costs not covered by Adopt-a-Landmark funds, as well as other project phases if the project requesting Adopt-a-Landmark funds is one phase of a multi-phase project.
- Photographs of the property and areas of the proposed work.
- Exterior wall condition assessment report and Department of Building violations, as applicable.
- List of consultants, contractors and professionals to be retained and their credentials, relevant past experience with historic buildings projects, etc.
- List of any other financial incentives received, or that may be received (application submitted or to be submitted) for the project.
- Economic Disclosure Statement and Affidavit (EDS). Please note that on pages 1-2 of the EDS, the applicant as well as each entity holding a beneficial ownership interest, as defined therein, must complete an EDS. EDS forms can be found on the City's website at [chicago.gov/eds](http://chicago.gov/eds) hard copies of which must be submitted as part of an Adopt-a-Landmark Application.
- Documentation or other information to address the funding priority and evaluation criteria, listed on page four.



# 2023 FUNDING PRIORITY AND EVALUATION CRITERIA

*Per the guidelines adopted by the Commission on Chicago Landmarks in May 2021, DPD will give preference to projects that meet the following funding priority and evaluation criteria.*

## NEIGHBORHOOD ANCHORS

Neighborhood anchors could be individually designated Chicago landmarks or contributing buildings within designated Chicago landmark districts. These types of buildings will be targeted for the positive stabilizing role they play in so many neighborhoods. A neighborhood anchor landmark building is a center or an aspiring center of community life. It can be a gathering place for residents of a neighborhood either formally, through for example, the provision of programmed social services or religious events or informally, through spontaneous gatherings. Some examples of neighborhood anchor landmark buildings include institutions, legacy businesses, field houses, restaurants, religious buildings and similar social gathering places.

## NEIGHBORHOOD COMMERCIAL BUILDINGS

Neighborhood commercial buildings could be individually designated Chicago landmarks or contributing buildings within designated Chicago landmark districts. These landmark buildings will be targeted for the positive role they play in promoting pedestrian activity, small business establishments and local commerce. Neighborhood commercial landmark buildings are generally small-scale commercial buildings and or mixed-use buildings with residential uses on upper floors and ground floor retail/commercial uses.

## EVALUATION CRITERIA

In addition to the funding priority listed above, DPD will consider the following evaluation criteria when reviewing applications, which are not listed in order of importance. Projects that meet the funding priority outlined above and the greatest number of evaluation criteria below will be given overall priority for funding. Please note that recipients may be awarded less than total funds requested in the application.

- Projects that have not been completed and that address exterior envelope issues.
- Projects that leverage additional project investment such that the requested Adopt-a-Landmark funds fill financing gaps.
- Projects that will have a positive, catalytic impact on the community in which they are located. The impact may be in the form of new permanent jobs created, commercial leasing to new businesses, providing new services, etc.
- Projects that address or prevent further deterioration of the subject property's structural and architectural integrity caused by natural misfortune (storm damage, fire, flooding, etc.) or buildings that are situationally threatened as determined on a case-by-case basis.
- Projects that will rehabilitate vacant or underutilized buildings to make them ready for occupancy or improve their occupancy. This may include an interior and exterior scope of work with Adopt-a-Landmark funds to be used for qualified exterior work.
- Projects that are "shovel ready" and will be completed in two years.
- Projects that are located within [Qualified Investment Areas](#) with priority to projects that are also located within [INVEST South/West community areas](#).