



**Toni Preckwinkle**  
**President**

Cook County Board of Commissioners

# COOK COUNTY

Bureau of Economic Development  
Community Development Block Grant Program  
(CDBG)

2016 Program Year

## Capital Improvement/Demolition and Economic Development Project Application

---

Applicant Municipality/Agency

---

Applicant's Name and Title

*(Mayor, President, Supervisor, Chief Executive Officer, Executive Director)*

**Toni Preckwinkle, President**  
**Cook County Board of Commissioners**

Cook County Department of Planning and Development  
69 West Washington, Suite 2900  
Chicago, Illinois 60602

Susan M. Campbell, Director

March 2016



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICATION CHECKLIST

The following attachments are required and **must** be submitted as part of this application, if applicable. Please place a check mark next to each item as appropriate.

- All required sections of the application are complete.
- Project map (see page 5)

### **Public Agency (Municipal/Township)** (Form samples are attached.)

- Resolution and Certification of Resolution – (See Forms A-1/A-2 and A-3)
- Estimated Matching Funds Certification - Form B
- Maintenance of Effort and Project Sustainability - Form C
- Fair Housing Action Plan - Form D
- Audited Financial Statements (most current) - Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration. Audited financials are preferred.
- Demolition Application, if applicable.

### **Non-Profit Agency** (Form samples are attached.)

- Resolution and Certification of Resolution – (See Forms A-2 and A-3)
- Estimated Matching Funds Certification - Form B
- Maintenance of Effort and Project Sustainability - Form C
- List of Board of Directors
- Copy of 501(c)3
- Current Certificate of Good Standing (dated within the last 45 days)
- Copy of Articles of Incorporation or Copy of Amended Articles of Incorporation, if amended, **from the Illinois Secretary of State.**
- Audited Financial Statements (most current) - Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration. Audited financials are preferred.

**Note: You will lose points for each of the above items that is missing from your submitted application package. For more about application scoring, please see the application guide.**

Please return one hard copy of all application materials to the following:

Cook County Department of Planning and Development  
Attn: Ms. Sonia Brown  
69 West Washington Street, Suite 2900  
Chicago, IL 60602

In addition to the hard copy, please submit an electronic copy of the application PDF (as well as any additional pages used to answer application questions) to [sonia.brown@cookcountyil.gov](mailto:sonia.brown@cookcountyil.gov)

**The deadline for submitting all applications is: Friday, APRIL 22, 2016, 4:00PM  
(Applications received after this date and time will not be accepted. No exceptions.)**



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICANT INFORMATION SHEET

Applicant Name: \_\_\_\_\_

Mayor / Chief Executive Officer Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant Website Address: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Total Matching Funds, if applicable: \$ \_\_\_\_\_

Note: Matching funds, though not required for CDBG, are encouraged and will be looked upon favorably during application review. Matching funds will be expected for facility projects and will be assessed based on the income level of the service area / beneficiaries.

\*The signature below must be from the person authorized in the resolution supporting the application.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICANT INFORMATION SHEET (CONT'D)

2016PROGRAM YEAR - October 1, 2016 through September 30, 2017

*Please complete all pages for each project, as applicable.*

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ Illinois Zip Code: \_\_\_\_\_  
(include full ZIP + 4)

Project Manager  
(if different from  
contact person): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

County Commissioner District #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Is this project consistent with [Cook County's 2015-2019 Consolidated Plan](#)? If no, **"STOP"**.  Yes  No  
(See related question on page 6.)

Is this capital improvement project a continuation of a prior year project?  Yes  No  
*(If yes, please specify how this project links and the anticipated completion dates. (Please attach your statement.)*

Is your agency a faith-based entity?  Yes  No

### Activity Category:

#### CAPITAL IMPROVEMENT PROJECTS

- \_\_\_ Infrastructure
- \_\_\_ Public Facility
- \_\_\_ Non-Profit Facility
- \_\_\_ Demolition
- \_\_\_ \*Economic Development

\*Please refer to the CDBG Application Guide for guidelines regarding economic development activities.



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## **National Objective:** *(Check One)*

CDBG requires that each activity funded, except for program administration and planning activities, must meet one of the three national objectives outlined below. An activity that does not meet a national objective is not compliant with CDBG requirements and is therefore ineligible for funding. Applicants are strongly encouraged to consult the application guide for more detailed information.

### **Benefit to low- and moderate income (LMI) persons**

1. **Area Benefit Activities** benefit all residents in a particular area, where at least **51%** or **50.3%** of the people are low- and moderate-income. The service area of the project must be specifically identified and the area must be primarily residential (see the Appendix of the application guide for details).
2. **Limited clientele activities** benefit low- and moderate-income persons without regard to the area being served. At least **51%** of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria (see application guide for details):
  - **Presumption of low- and moderate-income:** the activity serves persons who are presumed to be low- and moderate-income: abused children; battered spouses; elderly persons; severely-disabled adults; homeless persons; illiterate adults; persons living with AIDS and migrant workers; or
  - **Income Guidelines:** the activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons, or income must be documented.
3. **Housing activities** that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low- and moderate-income households.
4. **Job creation or retention activities** designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low- and moderate-income persons.

### **Aid in the prevention or elimination of slums or blight**

Prevent or eliminate slum and blight on an area basis, or eliminate specific conditions of blight or physical decay on a spot basis that are not located in a slum or blighted area.

### **Meet a need having a particular urgency (Demolition Projects Only)**

Use of the urgent need national objective category is rare. It is designed only for activities that alleviate emergency conditions. Activities qualified under urgent need must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The grantee is unable to finance the activity on its own; and
- Other sources of funding are **not** available.

Does this project meet a National Objective and other eligibility requirements, as noted in HUD's 24 CFR Part 570.201 regulations?

(Please refer to the 2016 CDBG Application Guide for details.) If no, "**STOP**".

Yes

No



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

DUNS Number (Required For Funding): \_\_\_\_\_

FEIN Number: \_\_\_\_\_ CFDA Number: **14.218**

If acquisition is required for this project, is the property vacant?  Yes  No If yes, please specify how long property has been vacant. \_\_\_\_\_

## PROJECT NEED AND JUSTIFICATION

For the questions below, please attach additional pages if needed when providing your answers.

### **Describe the proposed project and designated project area (must be suburban Cook County):**

*(Provide a DETAILED description and a map that shows the project site and area that will benefit, if applicable. The map should also include any public transit stations (rail and bus) and bicycle facilities. Please also include any applicable photos.)*

---

---

---

---

---

Exact Location/Project Address: \_\_\_\_\_

*If project is an infrastructure activity, please indicate the following:*

Address Start: \_\_\_\_\_ Address End: \_\_\_\_\_

Linear Feet: \_\_\_\_\_

**Summary of Project Need and Justification:** Provide a concise summary of the need for the project and why this project is a priority. If the project is for a community center or other public facility, please indicate who is served or will be served by the facility, and include information about the location of similar facilities; the demand for services in the surrounding area; pedestrian, bicycle and public transit accessibility; and the applicant's financial ability to operate and maintain the facility. *(If additional space is required, please include attachments.)*

---

---

---

---

---

---

---

---

---

---





# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## **Specific Outcome Indicators**

### **Anticipated Number of Persons to be Assisted (Infrastructure & Public Facility Projects)**

*(For municipal infrastructure projects, census tract or block group data is permissible.)*

With NEW access to service or benefit \_\_\_\_\_

With IMPROVED access to service or benefit \_\_\_\_\_

### **Anticipated Number of Businesses to be Assisted (For Profit & Non Profit)**

With NEW access to service or benefit \_\_\_\_\_

With IMPROVED access to service or benefit \_\_\_\_\_

### **Anticipated Economic Development Impact (if applicable)**

Estimated number of jobs created \_\_\_\_\_

Estimated number of jobs retained \_\_\_\_\_

Estimated amount of taxes generated \_\_\_\_\_

Estimated number of businesses retained and/or recruited \_\_\_\_\_

### **Anticipated Number of Housing Units Assisted (if applicable)**

Estimated number of units occupied by low- or moderate income households \_\_\_\_\_



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## CAPACITY AND SKILLS TO EXECUTE THE PROJECT

### PREVIOUSLY FUNDED APPLICANTS:

Does your municipality or agency have any CDBG project balances,  Yes  No with the exception of a current Program Year 2015 grant?

If so, please explain why the project(s) currently have balances and the planned steps to expend remaining funds. Please specify expected deadlines for expending the remaining funds.

---

---

---

---

---

---

---

---

Does your municipality or agency have any outstanding CDBG performance reports, HUD reports or monitoring findings?  Yes  No

If so, please identify the project(s) via project number(s) and explain why the project(s) currently have outstanding performance reports, HUD reports or monitoring findings. Cook County maintains reporting records and will be verifying this information. Outstanding performance reports/HUD reports/monitoring findings can be submitted with the application, or preferably prior to submission of the application.

---

---

---

---

---

---

---

---

### NEW AND PREVIOUSLY FUNDED APPLICANTS:

Has your municipality or agency previously initiated similar projects (whether with CDBG or other funding)?  Yes  No

If so, please describe the capital project(s) previously completed and the outcome(s).

---

---

---

---

---

---

---

---





# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROPOSED PROJECT BUDGET (Clarity and Reasonableness of Proposed Costs)

### STAFF SALARIES, IF APPLICABLE (3 Person Limit)

Position	(A) Annual Salary	(B) % of time spent on project	(A) multiplied by B) Salary allocated for project	Salary CDBG Portion	Project Match (In-Kind)
<b>TOTAL SALARIES</b>					

*Please note: Fringe benefits and indirect costs are not applicable for Capital, Demolition or Economic Development Projects.*



## 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

### PROPOSED PROJECT BUDGET (CONT'D) (Clarity and Reasonableness of Proposed Costs)

#### LINE ITEM BUDGET

<b>Project Activity</b>	<b>CDBG Funds</b>	<b>Matching Funds</b>	<b>TOTAL</b>
Capital Improvements			
Public Facilities			
Demolition			
Economic Development			
<b>Total Project Activity</b>			

<b>Project Delivery</b>	<b>CDBG Funds</b>	<b>Matching Funds</b>	<b>TOTAL</b>
Staff Salaries			
Postage			
Printing			
Publication/Notices			
Project Travel @ \$0.540 per mile			
<b>Total Project Delivery</b>			

<b>*Professional Services</b>	<b>CDBG Funds</b>	<b>Matching Funds</b>	<b>TOTAL</b>
Engineering			
Architectural			
Legal			
Accounting (except Single Audit)			
Other:			
<b>Total Professional Services</b>			
<b>Grand Total</b> (Project Activity, Project Delivery & Prof. Services)			

*\*Professional Services MUST be procured if you are using CDBG funds.*

***{Please attach any construction cost estimates, preferably provided by a certified engineer.}***



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROJECT ELIGIBILITY

Please see the Application Guide for more information on eligibility.

**A. AREA BENEFIT:** *(if applicable)*

Total percentage of low and moderate-income persons served in area:

Census Tract	Block Group	% Low/Mod Income

*(Please see the 2016 CDBG Application Guide for appropriate website links.)*

**B. LIMITED CLIENTELE BENEFIT:** *(if applicable)*

<p>1. Presumed Benefit</p> <p>Qualifying group _____</p> <p>Number of persons served _____</p>	- OR -	<p>2. Low- and Moderate-Income Persons* Served</p> <p>Moderate-income (61-80% of AMI) _____</p> <p>Low-income (51-60% of AMI) _____</p> <p>Very Low (31-50% of AMI) _____</p> <p>Extremely Low (&lt;30% of AMI) _____</p> <p>Total Served (add above lines) _____</p> <p>Number of Female-Headed Households _____</p>
--	--------	---

\*How will income be verified? Check below:

- Income Verification Request Forms *(Attach a sample of the form you will use.)*
- Eligibility Status for other Governmental Assistance program
- Self-Certification *(You must request source documentation for 20% of certifications and must inform the beneficiary that all sources of income and assets must be included when calculating annual income)*





# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROJECT COMPLETION SCHEDULE

**Capital Improvement Projects** - Please provide a detailed timeline outlining specific plans for completing this project within 12 months after issuance of the "Authorization to Incur Grant Costs", including but not limited to project specification development, bid and contractor procurement, preconstruction, construction and completion schedule. Assume that the authorization to incur grant costs will be issued by 12/31/16. Construction should begin in the spring to the extent possible.

January 2017 (Notice to Proceed Issuance)
February 2017
March 2017
April 2017
May 2017
June 2017
July 2017
August 2017
September 2017
October 2017
November 2017
December 2017 (Project Completion, if not earlier)







# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## Innovative or Creative Aspects of Proposal

Does your proposed project include innovative aspects?

- Yes  No

If yes, please describe the creative elements of your proposal?

---

---

---

---

---

---

---

---

---

---

## Economic Development Activities

Does your proposed project directly or indirectly facilitate economic development using any of the activities described below? (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Business Incubator                           | <input type="checkbox"/> Commercial/Industrial Rehabilitation/Improvements |
| <input type="checkbox"/> Economic Development Infrastructure Projects | <input type="checkbox"/> Façade Improvements                               |
| <input type="checkbox"/> Non-Profit Business And Technical Assistance | <input type="checkbox"/> Micro-Enterprise Assistance                       |
|   | <input type="checkbox"/> Public Facilities                                 |

## Economic Development Impact

Does your proposed project directly or indirectly facilitate economic development targeting the following as major goals? (check all that apply):

- Job Creation  Job Retention  Goods or Services Provision

Please describe how your proposed project will facilitate economic development directly or indirectly, including specifying major goals.

---

---

---

---

---

---

---

---

---

---





## 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

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

Please describe any other funding you currently receive from other departments or agencies of Cook County. If you do receive other Cook County funding, please indicate whether or not that funding supports the activity(ies) you are applying for in this CDBG application.



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICATION RESOLUTION AND CERTIFICATION

### **Instructions**

**Cook County** has prepared two versions of the authorizing resolution: one for municipalities and one for all other applicants. Please choose the appropriate resolution. Samples of the versions are included in this application.

The person signing the application must be the same person authorized by the resolution.

The resolution must be adopted by your governing body and a **certified** copy submitted with the application. A sample form for certification by non-municipal agencies is included.

A municipal or agency seal should be included on both the resolution and the certification. If an agency does not have a seal, please indicate that on the forms.



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FORM A-1: SAMPLE RESOLUTION Municipality

NOW, THEREFORE BE IT RESOLVED by the Mayor/President and Council/Board of Trustees of Municipality, Illinois as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2016 in the amount of \$\_\_\_\_\_ for the following project(s):

Project: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

as identified in **Municipality's** CDBG 2016 Program Year application.

Section 2. That the (insert position title of person signing the application) is hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

-- Optional --

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016

By: \_\_\_\_\_  
Print Name - Mayor/President Sign - Mayor/President

Attest: \_\_\_\_\_  
Print Name - Clerk Sign - Clerk

{SEAL}











# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FAIR HOUSING ACTION PLAN - 2016 PROGRAM YEAR

The Secretary of the United States Department of Housing and Urban Development requires that Community Development Block Grant recipients certify that they will comply with Title VIII of the Civil Rights Act of 1968. To fulfill this certification, Cook County requires each **municipal** Subrecipient to take action each year to affirmatively further fair housing.

In accordance with Cook County's revised *Analysis of Impediments to Fair Housing Choice*, please indicate on the list below *all* of the items that currently apply to your municipality:

- Existence of a fair housing ordinance
- Existence of a fair housing enforcement body that is responsible for reviewing fair housing complaints
- An individual identified as the fair housing compliance officer
- Existence of an action plan for affirmatively furthering fair housing
- Outreach to the public on fair housing issues via workshops, educational materials, etc.
- Outreach to housing-related industries including real estate, finance and property management on fair housing issues via workshops, educational materials, etc.
- Annual fair housing training for municipal staff, especially those answering public phone calls
- Annual reviews of land use and zoning ordinances and building codes to ensure they are not impediments to fair housing

As part of the application, a municipal Subrecipient must submit a Fair Housing Action Plan. If you already have a plan, you should review it to ensure the plan is still relevant and up-to-date before submission.

The following are examples of actions your municipality can take to affirmatively further fair housing. Please check the appropriate sections that you plan to undertake during this program year. On the attached Form D, provide a narrative of actions to be undertaken and what your agency plans to accomplish during this program year to affirmatively further fair housing.

- Provide copies of fair housing brochures published and distributed among realtors and other businesses in your community.
- Provide copies of newspaper articles published locally about fair housing issues in your community.
- Provide a summary of activities conducted to promote an open community.
- Enact a Fair Housing Ordinance.
- Update/Amend your Fair Housing Ordinance, if applicable.
- Attend Cook County's Fair Housing Seminar.
- Submit notices, agendas and minutes of Fair Housing meetings sponsored by your municipality.

These points are merely suggestions for the types of actions that are acceptable to demonstrate your community's active commitment to fair housing. Additional or different action may be acceptable as well, and your submissions are not limited to the types listed above.

The County is required to provide documentation supporting its activities in compliance with Title VIII of the Civil Rights Acts of 1968. The activities of Cook County's Subrecipients, therefore, require this documentation. Failure by a municipal Subrecipient to provide complete and accurate information to the County in a timely manner may jeopardize current and/or future funding for that community.





# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

AUDITED FINANCIAL STATEMENTS

*(Please attach the most current.)*



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## DEMOLITION PROJECTS ONLY

*(This section must also be completed for any demolition project, as noted on page 5 of the application guide.)*

69 West Washington - Suite 2900  
Chicago, Illinois 60602

Phone #: (312) 603-1000  
FAX #: (312) 603-9770

### COMMUNITY INFORMATION

**Name of Municipality:** \_\_\_\_\_

**DUNS #:** \_\_\_\_\_

**Municipal Contact Person:** \_\_\_\_\_

**Municipal Contact Person Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### PROPERTY OWNER INFORMATION (If different from municipality)

**Owner/Business:** \_\_\_\_\_

**Owner/Business Contact Person:** \_\_\_\_\_

**Owner/Business Contact Person Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### NATIONAL OBJECTIVE (Please check one)

- Elimination or Prevention of Slums and Blight**  
If selecting this National Objective, all of the following must be included with this application:
- A. Slum/Blight Criteria selected (include narrative description)
  - B. Additional Documentation (Photos, Letters from Officials, etc.)
  - C. Declaration/Resolution of Slum/Blight Condition

- Urgent Health and Welfare Threat**  
If selecting this National Objective, all of the following criteria must be met (include narrative description where needed):
- A. Determination of immediate threat – when and by whom; include documentation
  - B. Applicant’s inability to finance
  - C. Confirmation that no other financial sources are available
  - D. Confirmation that threat did **not** exist for more than 18 months prior to application



# 2016 CDBG Capital Improvement/Demolition and Economic Development Project Application

## DEMOLITION RATIONALE

Provide the rationale for demolishing this structure and why the municipality does not consider rehabilitation a viable option. Include a letter from the municipal solicitor describing the municipality’s condemnation process, acknowledging that condemnation proceedings ensued in accordance with all municipal ordinances and that the municipality has the authority to remove the subject structure.

Include copies of the following documents in support of your rationale for demolition:

- On-site inspection reports identifying the nature of the unsafe condition(s) (e.g. engineer, building inspector/code enforcement officer, fire/police officials, etc.).  
Municipal notification of an unsafe condition to the property owner, agent or person in control of the structure. The correspondence must describe the unsafe condition(s), specifying the required repairs or improvements necessary to abate the existing conditions, or require the owner, agent or person in control to demolish the structure. Supply evidence that sufficient time was permitted to address the situation. Provide proof that notice was properly served (i.e. copy of certified or registered mail return receipt).
- Any correspondence from the owner, agent or person in control of the structure in response to municipal notification of unsafe conditions.
- Order of Condemnation (as posted at the site of the proposed demolition site).

## PROPERTY INFORMATION

### Property Identification

**Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

### Please Describe Property:

- i.e. building size, type, condition \_\_\_\_\_

### Intended Use of Property After Demolition:

\_\_\_\_\_

NOTE: If parcel is to remain vacant, describe how the municipality will assure that the resulting lot will be maintained and kept clear of health and safety hazards (e.g. trash, debris).

**Estimated Demolition Cost:** \_\_\_\_\_

## CERTIFICATIONS

- A. There are no pending legal actions underway or being contemplated that would significantly impact the demolition of this facility.
- B. There are no unpaid property taxes filed against the property.
- C. There are no liens/assessments on the property, or proof of any are attached
- D. The property owner signing has full legal authority to sign

\_\_\_\_\_  
Print Name – Mayor/President

\_\_\_\_\_  
Signature – Mayor/President

\_\_\_\_\_  
Date