



**City of Rolling Meadows
Community Development Department**

**Request for Support of Cook County 6b Classification Tax Incentive
847-506-6030**

CLASS 6B APPLICATION AND REQUIREMENTS

The Class 6b classification is an economic development incentive offered by the Cook County Assessor's Office. It is designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures and industrial reutilization of abandoned buildings. The goal of Class 6b is to attract new industry, stimulate expansion and retention of existing industry and increase employment opportunities. The City of Rolling Meadows shall consider each application on its own merit, the benefit to the community and completeness of information.

CONDITIONS FOR A REQUEST FOR SUPPORT

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 City of Rolling Meadows's Comprehensive Plan.
3. The applicant shall agree to develop, operate, and maintain the Subject Property in compliance with all codes and ordinances of the City of Rolling Meadows.
4. The applicant shall make every attempt, where feasible, to employ locally and utilize local businesses.
5. The City shall not renew a Class 6b incentive after the initial 12-year Class 6b assessment time period has expired.
6. The City'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. The applicant's industrial business is intended to so operate at the subject property during the life of the Class 6b exemption.
7. During the life of the Class 6b schedule, the applicant shall agree not to seek a property tax protest.

CLASS 6B REVIEW PROCESS

A request for support of a Class 6b incentive involves the following:

1. Application. Applicant must submit a complete application package which incorporates and addresses all the requested information and includes a completed Cook County application. With the submittal of the application, the applicant agrees with the conditions stated above. _____ (initial)
2. Administrative Review. City staff shall review the request. If it is determined that the application is complete and has merits, the impacted school districts may be given notice of future meetings at which the application will be discussed and an opportunity to provide comment.
3. Economic Development Committee. The 6b application request shall then be forwarded to the Economic Development Committee for its review and recommendation. The Economic Development Committee shall make a recommendation to the City Council whether to support or reject the request for support of the 6b request.
4. City Council Action. The City Council will be presented with a resolution for action. The resolution will be presented in the affirmative and in support of the 6b incentive application.

REIMBURSEMENT OF CITY EXPENSES

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

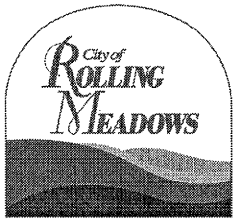
APPLICATION FEE

A \$600 nonrefundable application fee shall be submitted with each Class 6b request to reimburse the City for expenses associated with processing the application. If these expenses exceed the amount of the initial application fee, the applicant is responsible for reimbursing the City for the additional expenses.

REQUESTED INFORMATION

The applicant shall adequately and completely submit the following requested information:

1. City of Rolling Meadows application and nonrefundable application fee
2. Copy of Cook County application for 6b incentive
3. Basic information about the applicant; i.e. name, address, phone, business and designated agent and agent contact information
4. Property information including plat of survey, PIN number, tax bills for the current and previous years
5. Verification as to the length of time property has been vacant.
6. Summary/spreadsheet identifying property taxes paid and property taxes saved during the term of the incentive.
7. Narrative addressing the following:
 - o Description of the business operation; types of products; general identification of customers and suppliers; hours of operation, etc.; company promotional information may be submitted in addition.
 - o Description of the property and existing improvements including lot size, building size.
 - o Delineation of improvements to be made to the site including an estimated cost.
 - o Summarize the employment created by the business and the number of Rolling Meadows residents.
 - o Description of what economic and non-economic benefits the community will receive for the term of the incentive. This should be presented in quantifiable terms. An identification of how the business will build on the resources, materials and workforce of the local community shall be submitted.
 - o Explanation of the need for the 6b incentive. This should be in quantifiable terms.



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Business Name: _____

Owner or Chief Officer: _____

Address: _____

City, State & Zip: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Telephone: _____ Fax: _____ Email: _____

Attach 1 set and 1 electronic copy of the following:

- Original city application and non-refundable application fee
- Copy of Cook County's application
- Plat of survey of property
- Verification as to length of time property has been vacant
- Summary of the property taxes anticipated to be paid and saved during the term of the incentive.
- Narrative as follows:
 - Why is the incentive necessary? This should be in quantifiable terms.
 - Description of the business operation
 - Description of the property, existing improvement, proposed improvement with estimated cost.
 - Describe and quantify what economic benefit the City will receive during the term of the incentive.
 - Summarize the employment created by the business and how many of the employees are Rolling Meadows residents
 - How will the community benefit by you being a corporate citizen?
 - How will the 6b classification benefit the community?

We hereby request consideration of our 6b Classification Tax Incentive Application and ask that the City of Rolling Meadows support our reduced assessed valuation. We have read and agree to the standards and conditions for a 6b application request.

Signed: _____

Date: _____

Printed Name: _____

Title: _____



COOK COUNTY ASSESSOR'S OFFICE

JAMES M. HOULIHAN, ASSESSOR

118 NORTH CLARK STREET, CHICAGO, IL 60602

PHONE: 312.443.7550 WEBSITE: WWW.COOKCOUNTYASSESSOR.COM

CLASS 6B ELIGIBILITY BULLETIN

Cook County Living Wage Ordinance

Please be advised that every applicant for this incentive will be required to provide an affidavit to the Assessor's Office to confirm compliance with the Cook County Living Wage Ordinance. The Cook County Assessor will not grant any request for incentive classification until it receives the required affidavit.

Incentive Benefits

The Class 6b classification is designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures, and the industrial reutilization of abandoned buildings. The goal of Class 6b is to attract new industry, stimulate expansion and retention of existing industry and increase employment opportunities.

Under the incentive provided by Class 6b, qualifying industrial real estate would be eligible for the Class 6b level of assessment from the date that new construction or substantial rehabilitation is completed and initially assessed or, in the case of abandoned property, from the date of substantial re-occupancy. Properties receiving Class 6b will be assessed at 10% of market value for the first 10 years, 15% in the 11th year and 20% in the 12th year. This constitutes a substantial reduction in the level of assessment and results in significant tax savings. In the absence of this incentive, industrial real estate would normally be assessed at 25% of its market value.

Where buildings or other structures qualify for the incentive as new construction or as abandoned property as defined below, the reduced level of assessment under Class 6b will apply to those structures in their entirety as well as to the land upon which they are situated. Where there is substantial rehabilitation of an existing structure which has not been abandoned, the reduced incentive level of assessment is applicable to the additional market value attributable to the rehabilitation, including qualified land related to the rehabilitation. ***(Please note that the additional value attributable to the rehabilitation for assessment purposes is likely to be lower than the actual amount spent on the rehabilitation.)*** Land qualifies when the rehabilitation adds vertical or horizontal square footage to the improvements. The amount of land eligible for the incentive shall be in such proportion as the square footage added by the rehabilitation bears to the total square footage of the improvements on the parcel.

Eligibility Requirements

Real estate is eligible for Class 6b status under the following conditions:

1. The real estate is used primarily for "industrial purposes".
2. There is either (a) new construction, (b) substantial rehabilitation, or (c) substantial re-occupancy of "abandoned" property.
3. An Eligibility Application and supporting documents have been timely filed with the Office of the Assessor according to deadlines as set forth in the "What Must Be Filed" and "Time for Filing" sections of this Bulletin.
4. The municipality in which such real estate is located (or the County Board, if the real estate is located in an unincorporated area) must, by lawful resolution or ordinance, expressly state that it supports and consents to the filing of a Class 6b Application and that it finds Class 6b necessary for development to occur on the subject property.

The following definitions, as set forth in the Cook County Real Property Assessment Classification Ordinance, pertain to the Class 6b incentive provision:

Industrial purposes: "Any real estate used primarily in manufacturing ... or in the extraction or processing of raw materials unserviceable in their natural state to create new physical products or materials, or in the processing of materials for recycling, or in the transportation or storage of raw materials or finished or partially finished physical goods in the wholesale distribution of such materials or goods for sale or leasing."

Manufacturing: "The material staging and production of goods used in procedures commonly regarded as manufacturing, processing, fabrication, or assembling which changes existing material into new shapes, new qualities, or new combinations and including research and development associated with the production of goods."

Abandoned property: "Buildings and other structures that, after having been vacant and unused for at least 24 continuous months, are purchased for value by a purchaser in whom the seller has no direct financial interest." An exception to this definition shall be, "if the municipality or the Board of Commissioners, as the case may be, finds that special circumstances justify finding that the property is 'abandoned' for the purpose of Class 6b."

The finding of abandonment, along with the specification of the special circumstances, shall be included in the resolution or ordinance supporting and consenting to the incentive application. Notwithstanding the foregoing, special circumstances may not be determined to justify finding that a property is deemed "abandoned" where:

- A. There has been a purchase for value and the buildings and other structures have not been vacant and unused prior to such purchase; or
- B. There has been no purchase for value and the buildings and other structures have been vacant and unused for less than 24 continuous months.

If the ordinance or resolution containing a finding of "special circumstances" is that of a municipality, the approval of the County Board of Commissioners is required to validate such a finding that the property is deemed "abandoned" for purposes of the incentive, and a resolution to that effect shall be included with the eligibility application.

What Must Be Filed

An applicant seeking the reclassification of real estate to Class 6b is required to file a "Class 6b Eligibility Application" with the Office of the Assessor. At the time of filing the application, a filing fee of \$500.00 must be paid. In addition, an applicant may submit, at the same time, a certified copy of an ordinance or resolution adopted by the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) expressly stating that it supports and consents to the filing of a Class 6b Application and that it finds Class 6b necessary for development to occur on the subject property. If the resolution is not filed at the time the Eligibility Application is submitted to the Assessor, the applicant must file, at that time, a letter from the municipality or the County Board confirming that a resolution or ordinance supporting the incentive has been requested. If the applicant is seeking to apply based on the reoccupation of abandoned property and will be seeking a finding of "special circumstances" from the municipality, in addition to obtaining a letter from the municipality confirming that a resolution or ordinance supporting the incentive has been requested, the applicant must also file a letter from the County Board confirming that a resolution validating a municipal finding of special circumstances has been requested.

Should the municipality or the County Board, at a later date, deny the applicant's request for a resolution or ordinance, whether or not construction or re-occupancy has begun, the applicant will be deemed ineligible for reclassification to Class 6b. Any information that is not known or any supporting documents that are not available at the time of the initial filing must be submitted as a supplement to the Application.

After the construction or re-occupancy has taken place, an applicant must also file an "Incentives Appeal Form" requesting that the real estate be reclassified to Class 6b. At the time of filing the appeal, an appeal fee of \$100.00 must be paid. If a resolution from the municipality where the property is located, or the Cook County Board of Commissioners if located in an unincorporated area, was not filed with the Eligibility Application, the applicant must file a certified copy of the resolution or ordinance supporting the incentive at this time. No final action on a request for reclassification to Class 6b will be taken until an Appeal and an Eligibility Application, along with the required documentation as described therein, are completed and filed with the Office of the Assessor.

In addition, during the term of the incentive, the Class 6b recipient must file a triennial affidavit attesting to the use of the property and the number of workers employed at the Class 6b site. The Assessor will mail Class 6b recipients the affidavit forms at the time of their triennial reassessments. The affidavit must be signed, notarized and returned to the Assessor within three weeks. Failure to file the triennial affidavits within that time will result in the loss of the incentive.

Time for Filing

The Eligibility Application along with the appropriate resolution or letter confirming that a resolution has been requested *must be filed* with the Assessor *prior to*, but no earlier than one year before, *commencement of new construction* (excluding demolition, if any) *or substantial rehabilitation*. With respect to abandoned property, the eligibility application must be made to the Assessor ***prior to the commencement of the reoccupation of the vacant and unused property.***

Where reoccupation of "abandoned" property and subsequent substantial rehabilitation is planned, a single Eligibility Application and resolution, ordinance, or letter confirming that a resolution has been requested, may be filed for both situations, provided that the Application is filed prior to the commencement of reoccupation and such rehabilitation.

To finalize the classification change, a "Real Estate Assessed Valuation Appeal" must be filed after the construction or re-occupancy has taken place. In instances where a certified copy of an ordinance or resolution expressly stating that the municipality or County Board supports and consents to filing of a Class 6b Application has not yet been filed, it must be filed at this time. For the purpose of certifying final assessments on a timely basis to the Board of Appeals, deadlines for filing Appeals are established on a township basis. Check with the Office of the Assessor to determine when the deadline occurs for a particular township.

The 6b classification may be renewed during the last year in which a property is entitled to a 10% assessment level or when the incentive is still applied at the 15% or 20% assessment level, by filing a renewal application and a certified copy of a resolution or ordinance adopted by the municipality in which the real estate is located, or by the County Board, if located in an unincorporated area of Cook County, expressly stating that it supports and consents to the renewal of the Class 6b incentive and that it has determined that the industrial use of the property is necessary and beneficial to the local economy. The notice of intent to request renewal will be forwarded by the Assessor's Office to the Cook County Board. The owners must notify the Assessor's Office of their intent to request renewal at the time they request a resolution or ordinance agreeing to the renewal from the municipality or County Board. The number of renewal period requests is not limited.

Questions regarding Class 6b may be directed to the Development Incentives Department of the Office of the Cook County Assessor, Room 301, 118 North Clark Street, Chicago, Illinois 60602, (312) 603-7529.



COOK COUNTY ASSESSOR'S OFFICE

JAMES M. HOULIHAN, ASSESSOR

118 NORTH CLARK STREET, CHICAGO, IL 60602

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CLASS 6b ELIGIBILITY APPLICATION

Carefully review the Class 6b Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department, (312) 603-7529. This application, **a filing fee of \$500.00**, and supporting documentation (except drawings and surveys) must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or **PRIOR TO** the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the commencement of Reoccupation of Abandoned Property.

Applicant Information

Name: _____ Telephone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person (if different than the Applicant)

Name: _____

Company: _____ Telephone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Property Description (per PIN)

If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.

Street address: (1) _____

Permanent Real Estate Index Number: _____

(2) _____

Permanent Real Estate Index Number: _____

(3) _____

Permanent Real Estate Index Number: _____

City: _____ State: _____ Zip Code: _____

Township: _____ Existing Class: _____

Attach legal description, site dimensions and square footage, and building dimensions and square footage.

Identification of Persons Having an Interest in the Property

Attach a complete list of all owners, developers, occupants and other interested parties (including all beneficial owners of a land trust) identified by names and addresses, and the nature and extent of their interest.

Industrial Use

Attach a detailed description of the precise nature and extent of the intended use of the subject property, specifying in the case of multiple uses the relative percentages of each use.

Include copies of materials, which explain each occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

Nature of Development

Indicate nature of the proposed development by checking the appropriate space:

- New Construction (Read and Complete Section A)
- Substantial Rehabilitation (Read and complete Section A)
Incentive only applied to market value attributable to the rehabilitation
- Occupation of Abandoned Property – No Special Circumstances
(Read and complete Section B)
- Occupation of Abandoned Property – With Special Circumstances
(Read and complete Section C)

A. If the proposed development consists of *new construction* or *substantial rehabilitation*, provide the following information:

Estimated date of construction commencement (excluding demolition, if any): _____

Estimated date of construction completion: _____

Attach copies of the following:

1. Specific description of the proposed new construction or substantial rehabilitation.
2. Current plat of survey for subject property.
3. 1st floor plan or schematic drawings.
4. Building permits, wrecking permits and occupancy permits (including date of issuance).
5. Complete description of the cost and extent of substantial rehabilitation or new construction (including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc.)

B. If the proposed development consists of the reoccupation of abandoned property, purchased for value, complete (1) and (2) below:

1. Was the subject property vacant and unused for at least 24 continuous months prior to the purchase for value?

YES NO

When and by whom was the subject property last occupied prior to the purchase for value?

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and duration of vacancy and abandonment.
- (b) Records (such as statements of utility companies) which demonstrate that the property was vacant and unused and indicate duration of such vacancy.

2. Application must be made to Assessor prior to reoccupation:

Estimated date of reoccupation: _____

Date of purchase: _____

Name of purchaser: _____

Name of seller: _____

Relationship of purchaser to seller: _____

Attach copies of the following documents:

- (a) Sale contract
- (b) Closing statement
- (c) Recorded deed
- (d) Assignment of beneficial interest
- (e) Real estate transfer declaration

C. If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the incentive where there was a purchase for value, but the period of *abandonment prior to purchase was less than 24 continuous months*, please complete section (1) below. If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the incentive where there was *no purchase for value*, but the period of abandonment prior to application was 24 continuous months or greater, please complete section (2) below.

1. How long was the period of abandonment prior to the purchase for value? _____

When and by whom was the subject property last occupied prior to the purchase for value?

Attach copies of the following documents:

- (a) Sworn statements from person having personal knowledge attesting to the fact and duration of vacancy and abandonment.
- (b) Records (such as statements of utility companies) which demonstrate that the property was vacant and unused and indicated duration of such vacancy.
- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution for the Board of Commissioners of Cook County stating its approval for the less than 24-month abandonment period.*

Application must be made to Assessor prior to commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: _____
Date of purchase: _____
Name of purchaser: _____
Name of seller: _____
Relationship of purchaser to seller: _____

Attach copies of the following documents:

- (a) Sale contract
- (b) Closing statement
- (c) Recorded deed
- (d) Assignment of beneficial interest
- (e) Real estate transfer declaration

2. Was the subject property vacant and unused for at least 24 continuous months prior to the filing of this application?

YES NO

When and by whom was the subject property last occupied prior to filing this application?

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and duration of vacancy and abandonment.
- (b) Records (such as statements of utility companies) which demonstrate that the property was vacant and unused and indicate duration of such vacancy.
- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution for the Board of Commissioners of Cook County stating its approval for lack of a purchase for value.*

Application must be made to Assessor prior to commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: _____

Employment Opportunities

How many construction jobs will be created as a result of this development? _____

How many permanent full-time and part-time employees do you now employ in Cook County?

Full-time: _____ Part-time: _____

How many new permanent full-time jobs will be created as a result of this proposed development?

How many new permanent part-time jobs will be created as a result of this proposed development?

Cook County Living Wage Ordinance

Applicant confirms that it has reviewed a copy of Chapter 34, Article IV, Division 1, of the COOK COUNTY LIVING WAGE ORDINANCE, Sec. 34-123, as amended.

Please mark the appropriate blank below to indicate which statement applies to the applicant:

_____ Applicant acknowledges that during the appeal process it must provide an affidavit to the Cook County Assessor’s Office stipulating it is in compliance with the above referenced Living Wage Ordinance because applicant is currently paying a living wage to its employees.

OR

_____ Applicant acknowledges that during the appeal process it must provide an affidavit to the Cook County Assessor’s Office stipulating it is in compliance with the above referenced Living Wage Ordinance because applicant is not required to pay a living wage.

Local Approval

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) should accompany this Application. *The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6b Application and that it finds Class 6b necessary for development to occur on the subject property.* If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead. If the applicant is seeking to apply based on the reoccupation of abandoned property and will be seeking a finding of “special circumstances” from the municipality, in addition to obtaining a letter from the municipality confirming that a resolution or ordinance supporting the incentive has been requested, the applicant must file a letter from the County Board confirming that a resolution validating a municipal finding of special circumstances has been requested. If, at a later date, the municipality or the County Board denies the applicant’s request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 6b incentive, whether or not construction has begun. In all circumstances, the resolution must be submitted by the time the applicant files an “Incentive Appeal”.

I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.

Signature

Date

Print Name

Title