



## ECONOMIC DEVELOPMENT

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## CLASS 7B APPLICATION AND REQUIREMENTS

The Class 7b classification is an economic development incentive offered by the Cook County Assessor's Office which provides a real estate tax reduction incentive for the development of new commercial facilities, the rehabilitation of existing commercial structures and commercial reutilization of abandoned buildings. The goal of Class 7b is to attract new business, stimulate expansion and retention of existing businesses and increase employment opportunities. The Village of Niles shall consider each application on its own merit, the benefit to the community and completeness of information.

When submitting a request for support of a 7b classification, please submit one reproducible copy of the required information and documents. If you have questions regarding the application materials or process, you may contact the Director of Economic Development John Melaniphy at 847-588-8074 or by e-mail at [jcm@vniles.com](mailto:jcm@vniles.com).

### General Instructions

- The applicant is required to meet with the Economic Development Director prior to completing an application.
- Fill out the application completely. If any questions are unanswered or required documents not submitted, an explanation for the omissions must be included.
- Only typed applications will be accepted and reviewed.

### General Conditions for a request for support

1. The proposal must satisfy all applicable Cook County criteria for the approval of a Class 7b incentive.
2. The proposal must be consistent with the Village of Niles'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 Village of Niles.
4. The applicant shall make every attempt, where feasible, to employ locally and utilize local businesses.
5. The Village's support of a particular Class 7b request shall be tied to a specific business(es) that will occupy the subject property and benefit from the Class 7b property classification. The applicant's business is intended to so operate at the subject property during the life of the Class 7b exemption.
6. During the life of the Class 7b schedule, the applicant shall agree not to seek a property tax protest and/or reduction.
7. At any time during the life of the property under a 7b designation, should the taxpayer request a reduction in value by way of PTAB, Specific Objection, or Certificate of Error the Taxpayer must give notice to all taxing bodies one (1) month prior to filing for such reduction. If the taxpayer fails to give notice as stated above, the taxpayer shall withdraw its appeal.

### **Class 7b review process**

A request for support of a Class 7b incentive involves the following:

1. **Application.** Applicant must submit a completed 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. Submit with applicable fee.
2. **Administrative Review.** Village staff shall review the request. If it is determined that the application is complete and has merit, a notice of future meetings at which the application will be discussed shall be sent to the impacted taxing bodies.
3. **Finance Committee.** The 7b application request shall then be forwarded to the Finance Committee for its review and recommendation. The Finance Committee shall make a recommendation to the Village Board whether to support or reject the request for support of the 7b request.
4. **Village Board Action.** The Village Board will be presented with a resolution for action. The resolution will be presented in the affirmative and in support of the 7b incentive application.

### **Required Information**

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

1. Village of Niles application
2. Copy of Cook County application for 7b incentive
3. Property information including plat of survey, PIN number, tax bills for the current year and previous years (one year minimum).
4. The purchase price of the property, provide documentation.
5. Verification as to the length of time property has been vacant.
6. Submit a tax impact table showing the projected taxes that would be paid if the 7b is granted over the life of the 7b, the property taxes that would be paid if the property is reused without the 7b and the property taxes if the property was vacant over the life of the 7b.
7. Narrative addressing the following:
  - Explanation of the need for the 7b incentive. This should be in quantifiable terms
  - 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 to this information
  - Description of the property and existing improvements including lot size, building size
  - Delineation of improvements to be made to the site including estimated cost
  - 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.
  - Summarize the employment created by the business and the number of Niles residents employed at the facility
  - An identification of how the business will build on the resources, materials and workforce of the local community shall be submitted. If application is for a renewal or extension of an existing 7b incentive the information provided must indicate the benefits (both economic and non-economic) that the community has already received under the existing 7b incentive



## Community Development Request for Support of Cook County 7b Classification Tax Incentive

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 Village application and applicable fee
- Copy of Cook County's application
- Plat of survey of property, PIN number, tax bills for the current and previous years
- Purchase Price of the property, provide documentation
- 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 improvements with estimated cost
  - Describe and quantify what economic benefit the Village will receive during the term of the incentive.
  - Summarize the employment created by the business and how many of the employees are/will be Niles residents
  - How the community will benefit by the business being a corporate citizen?
  - How will the 7b classification benefit the community?

We hereby request consideration of our 6b Classification Tax Incentive Application and ask that the Village of Niles support our reduced assessed valuation. We have read and agree to the general conditions for a 7b application request.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## **Niles's Cook County Class 7b Classification Eligibility Guidelines**

### **Economic & Fiscal Impacts of Business on the Community:**

Higher consideration to be given for:

- Retention of existing Niles business.
- Businesses looking to consolidate current facilities and/or expand to Niles
- Businesses that build on the resources, materials and workforce of the local community.
- Potential for future growth of the business and of the industry the business is in.
- A greater increase in the assessed value of the property through the construction of building additions or making significant improvements to the site.
- Projects not requiring new public capital improvements.
- A greater amount of sales tax base expansion or similar.
- 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.

### **Existing Building/Site Conditions & Private Financial Contribution Compared to Public Relief Sought:**

Higher Consideration to be given for:

- Buildings that have been vacant for two years or more applying for a Class 7b classification and that a vacancy appeal for the site has been granted by Cook County.
- Sites which are difficult to lease or sell due to age, size, condition, or unique characteristics of the building.
- A greater ratio of investment by the assisted business compared to the amount of 7b Classification relief.
- Quality of the case being made that the Class 7b Classification is necessary for the project to move forward.

### **Quality of Jobs to be Created:**

Higher consideration to be given for:

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

### **Environmental Impact**

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, building 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.



## Summary of Cook County 7b Classification Tax Incentive Process

### STEP 1

Preliminary Meeting with the Economic Development Department  
Explanation of Niles's eligibility guidelines and procedural requirements prior to requesting Niles's support for Class 7b.  
Contact John Melaniphy at 847-588-8074 to schedule a meeting.



### STEP 2

Submittal of 7b Request  
The applicant fills out the Cook County application, the Village of Niles application and submits to the Economic Development Department along with all supporting documentation. Once received, the application will be reviewed to determine its completeness, if the application has merit and if proposed business requesting the relief will meet all applicable zoning requirements.



### STEP 3

Presentation to Finance Committee  
Upon Completion of Staff review of the application a recommendation as to whether or not the application for 7b status has merit will be presented to the Finance Committee for their review, consideration and ultimately recommendation to support or not support the application to the Village Board.



### STEP 4

Board of Trustees Consideration of a Resolution  
Upon completion of the review and recommendation of the Finance Committee the Village Board will entertain a resolution of support for the application. If this resolution is adopted a certified copy of said resolution will be given to the applicant for their formal submittal to the Cook County Assessor for consideration of 7b Classification.