



City of Carbondale  
 Planning and Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbndale.com

**DOWNTOWN UPPER-STORY CONVERSION PROGRAM APPLICATION**

Applicant(s)	Applicant(s) Address
Phone	Address to be converted
Description of work to be performed for the conversion.	
<p>Be aware the City of Carbondale will require an inspection of the property to be converted prior to and after the conversion. The property must meet the building codes necessary to make the property a habitable space. Once the conversion is complete and all agreements have signed (including the TIF Redevelopment Agreement), the City will issue all necessary grant funding.</p> <p>I have reviewed Ordinance No. 2016-30, as attached, and understand the terms and conditions and further allow the City to verify the information in order to ensure that the program requirements are met. Submission of this application does not in itself obligate the City or Home Buyer without execution of the agreement.</p>	
Homeowner Signature	Date
Homeowner Signature	Date
<b>FOR OFFICE USE ONLY</b>	
Housing Program Administrator	Date
Development Services Director	Date
City Manager	Date

**About the Downtown Upper-Story Conversion Program**

The Downtown Upper-Story Conversion Program offers an incentive for owners of property located within downtown Carbondale for the conversion of upper stories into habitable dwelling units. The City will provide \$2,500 for each dwelling unit converted with a maximum of \$5,000 per property.

**Eligibility Requirements:**

- The property must be located within Carbondale’s BPR, Primary Business District.
- The property must maintain an upper story which is not considered a habitable dwelling unit at the time of application.
- The owner must enter into a TIF Redevelopment Agreement with the City of Carbondale.

The City of Carbondale will require a pre and post inspection for the proposed dwelling unit. To receive grant funds, the unit will be inspected at the completion of the conversion to ensure that the units meets building codes and is habitable living space.

CITY OF CARBONDALE, ILLINOIS  
ORDINANCE NO. 2016-30

AN ORDINANCE ESTABLISHING A DOWNTOWN UPPER-STORY  
CONVERSION PROGRAM IN THE CITY OF CARBONDALE,  
ILLINOIS

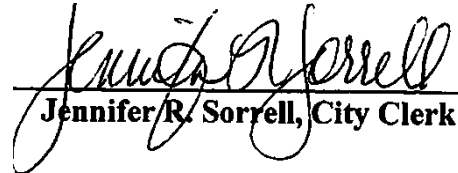
ADOPTED BY THE CITY COUNCIL  
OF THE CITY OF CARBONDALE,  
ILLINOIS THIS 24TH DAY OF MAY, 2016

Published in pamphlet form by authority of the City of Council of the City of Carbondale,  
Jackson County, Illinois, this 25<sup>th</sup> day of May, 2016.

**CERTIFICATE OF PUBLICATION**

I, Jennifer R. Sorrell, the duly qualified City Clerk of the City of Carbondale,  
Illinois, and the official custodian of the records of said City, do hereby certify that this  
Ordinance was published in pamphlet form by authority of the City Council on the 25<sup>th</sup>  
day of May, 2016.



  
Jennifer R. Sorrell, City Clerk

**ORDINANCE 2016-30**

**AN ORDINANCE ESTABLISHING A DOWNTOWN UPPER-STORY  
CONVERSION PROGRAM IN THE CITY OF CARBONDALE,  
ILLINOIS**

**WHEREAS**, the City of Carbondale, Illinois, is a home rule unit of local government under the Illinois Constitution, 1970, Article VII, Section 6; and

**WHEREAS**, pursuant to Article VII, Section 6(a), of the Illinois Constitution, 1970, the City of Carbondale may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

**WHEREAS**, the City of Carbondale has undergone a process to increase the presence of people within the downtown area of the City of Carbondale with the Downtown Master Plan; and

**WHEREAS**, several properties in the downtown area of the City of Carbondale have upper-story areas that being underutilized; and

**WHEREAS**, it is desirable to have residential properties within the downtown area; and

**WHEREAS**, the City Council of the City of Carbondale, Illinois finds it in the best interest of the City of Carbondale to establish a Downtown Upper-Story Conversion Program to assist property owners within the BPR, Primary Business, district to convert the upper stories of existing commercial buildings into habitable dwelling units by offering a \$2,500 incentive for each new dwelling unit up to \$5,000 upon the successful conversion of an upper story into habitable living space, the owner will be required to enter into a TIF Redevelopment Agreement with the City; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARBONDALE, ILLINOIS, AS FOLLOWS:**

**SECTION 1.** The City of Carbondale, Illinois hereby establishes a Downtown Upper-Story Conversion Program to assist property owners within the BPR, Primary Business, district to convert the upper stories of existing commercial buildings into habitable dwelling units by offering a \$2,500 incentive for each new dwelling unit up to \$5,000 upon the successful conversion of an upper story into habitable living space, the owner will be required to enter into a TIF Redevelopment Agreement with the City.

**SECTION 2.** That the City Manager of the City of Carbondale is hereby authorized to and shall take any and all reasonable, necessary and proper actions to carry out the intent and purposes of this Ordinance, including but not limited to, establishing terms and conditions for eligibility under the Downtown Upper-Story Conversion Program and entering into agreements with eligible recipients for funding.

**SECTION 3.** That the Finance Director is hereby authorized to disperse the funds necessary to accomplish the intent of this Ordinance.

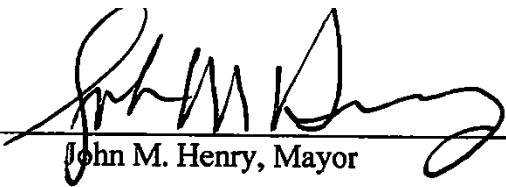
**SECTION 4.** That all ordinances and parts thereof in conflict herewith are expressly repealed and are of no other force and effect.


**SECTION 5.** That it is the intention of the City Council of the City of Carbondale that this Ordinance and every provision thereof shall be considered separable and the invalidity of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

**SECTION 6.** That the City Council of the City of Carbondale finds that the subject matter of this Ordinance pertains to the government and affairs of the City of Carbondale and is

passed pursuant to authorities granted it by State statutes and the Home Rule powers of the City of Carbondale pursuant to the provisions of Article VII, Section 6(a) of the Illinois Constitution.


**SECTION 7.** That this Ordinance shall take effect upon its passage, approval, recording, and publication in pamphlet form in accordance with law.

APPROVED:   
John M. Henry, Mayor

ATTEST:   
Jennifer R. Sorrell, City Clerk

APPROVED AS TO LEGALITY AND FORM:



  
Leonard "Jamie" Snyder, Assistant City Attorney

FOR:	Kang, Bradshaw, Harvey, Fronabarger, Grant, Loos, Henry
AGAINST:	None
PASSED:	May 24, 2016
APPROVED:	May 24, 2016
RECORDED:	May 25, 2016
PUBLISHED:	May 25, 2016

## Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do not  
 send to the IRS.

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of  
 U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.