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.

To be eligible…
1) The property must be located within Carbondale’s BPR, Primary Business, district.
2) The property must maintain an upper story which is not considered a habitable dwelling unit at the time of application.
3) 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 unit meets building codes and is a habitable living space.
CITY OF CARBONDALE
DOWNTOWN UPPER-STOREY CONVERSION PROGRAM APPLICATION
REFERENCE ORDINANCE NO. 2016-28 ATTACHED HERETO

Applicant(s):
Address of Applicant:
Phone:
Address to be converted:
Description of work to be performed as necessary for the conversion:

Please be aware that 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 been signed (including a TIF Redevelopment Agreement), the City will issue all necessary grant funding.

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.

Homeowner(s)

Date

Date

CITY VERIFICATION / REVIEW & SIGN-OFF

Housing Programs Administrator (Development Services):

Date

Development Services Director:

Date

Approval by City Manager:

Date
CITY OF CARBONDALE, ILLINOIS

ORDINANCE NO. 2016-30

AN ORDINANCE ESTABLISHING A DOWNTOWN UPPER-STOREY 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 25th 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 25th day of May, 2016.

(Signature)

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

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: [ ] Individual/ Sole proprietor [ ] Corporation [ ] Partnership [ ] Other [ ] Exempt from backup withholding

Address (number, street, and apt. or suite no.)

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.

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:

- 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.