

VILLAGE OF ARLINGTON HEIGHTS

SMALL BUSINESS SALES TAX REBATE PROGRAM

APPLICATION POLICY AND PROCEDURES



Prepared by:
Village of Arlington Heights
Department of Planning & Community Development
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**APPLICATION INSTRUCTIONS
ARLINGTON HEIGHTS
SMALL BUSINESS SALES TAX REBATE PROGRAM**

Step One:	Preliminary Appointment with Department of Planning & Community Development
Step Two:	Submittal of Application
Step Three:	Review Meeting with Department of Planning & Community Development
Step Four:	Committee of the Whole/Village Board Approval

Instructions to Applicants

This is a preliminary instruction form to assist eligible applicants in preparing the necessary submittals for the Arlington Heights Small Business Retail Incentive Program.

The Incentive

Under this program, eligible **new** businesses can receive a rebate of as much as 50% of local sales taxes generated (2% on most purchases). Eligible **existing** businesses can receive a rebate of as much as 50% of local sales taxes generated on the increment over the prior year's (base year) sales. The rebate will be remitted annually, not to exceed the duration of their lease, or five years, whichever is less.

Requirements

Eligible applicants must meet the following requirements:

- The business must have a minimum three-year lease, but the duration of the incentive period may not exceed the length of the lease.
- Maximum store size is 5,000 square feet.
- An **existing** business must be expanding its square footage by at least 25%.
- The business may propose its own store hours. However, it must be open at least 40 hours per week, and at least one weekend evening (Friday or Saturday) per week until 8:00 p.m. between April 1 and October 31. Recommended hours are 10am-7pm Monday through Wednesday and 10am-9pm Thursday through Saturday.

Eligible Retail Types

The following retail types are eligible under this incentive:

- Apparel
- Books
- Clothing and Accessories
- Electronics and Appliances
- Furniture
- Household Accessories
- Shoes
- Other retailers at the Village's discretion

Procedure for applying for the Small Business Retail Incentive Program:

1. **New Business** applicant submits the following documents to the Department of Planning & Community Development:
 - A. Small Business Retail Incentive Application Form
 - B. Executed Lease / Letter of Intent
 - C. Business Plan
 - D. Anticipated Hours of Operation
 - E. Square Footage
 - F. Number of Employees
 - G. Projection of Total Retail Sales
 - H. The Village of Arlington Heights may require additional documentation if deemed necessary.

2. **Existing Business** applicant submits the following documents to the Department of Planning & Community Development:
 - A. Small Business Retail Incentive Application Form
 - B. Executed Lease
 - C. Business Plan
 - D. Anticipated Hours of Operation
 - E. Square Footage
 - F. Number of Employees
 - G. Expansion square footage (The existing business must expand by at least 25% of the existing square footage.)
 - H. The last 12 month level of retail sales. (This will provide the base year of retail sales.)
 - I. The Village of Arlington Heights may require additional documentation if deemed necessary.

Application # _____

**ARLINGTON HEIGHTS
SMALL BUSINESS SALES TAX REBATE PROGRAM**

APPLICATION

- I. Name of Business:** _____
- Business Owner:** _____
- Address of Business:** _____
- Phone– New Business:** _____ **Existing Business:** _____
- Email:** _____
- II. Building Owner(s):** _____
- Address of Owner(s):** _____
- _____
- Phone (work):** _____
- III. State Sales Tax Number:** _____
- IV. Federal Employee ID#:** _____
- V. Est. Cost of Build-Out:** _____
- VI. Length of Lease (years):** _____
- VII. Lease Expiration Date:** _____
- VIII. Store Square Footage (SF):** _____
(if expanding, include SF before and after expansion)
- IX. Anticipated Hours of Operation:** M: ___ am - ___ pm / Tu: ___ am - ___ pm
W: ___ am - ___ pm / Th: ___ am - ___ pm
F: ___ am - ___ pm / Sa: ___ am - ___ pm
Su: ___ am - ___ pm

X. Description of Business (include type of operation, number of employees, etc.):

XI. Tenant Build-Out Plans/Expansion Plans/Drawings prepared by:

Name: _____

Address: _____

Phone (Work): _____

XII. If you are an existing business please describe your expansion plans including the square footage added and how you will reinvest the sales tax rebate into your business:

XIII. If you are an existing business, please provide the last twelve month level of retail sales.

Total Sales (Last 12 Months): \$ _____

XIV. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Small Business Sales Tax Rebate Program.**
- B. The applicant must comply with all federal and local regulations.**
- C. The Local Municipal sales tax rebate will be paid by the Village on an annual basis.**

XV. Submittal of all required materials listed on the application procedure

Signature(s): _____

Date: _____

Signature (s): _____

Date: _____

Application to be returned to:

**Village of Arlington Heights
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