

# **PULLMAN HISTORIC FAÇADE REIMBURSEMENT PROGRAM**

## **GUIDELINES for 2019**

### **1. PURPOSE OF THE PROGRAM**

- The Pullman Civic Organization was founded on March 10, 1960, “to promote the general welfare of the Community and to preserve its historical significance.”
- The purpose of the reimbursement program is to improve the historic integrity of the Pullman National Historic Landmark District by helping individual homeowners to preserve and restore the façades of their historic homes.

### **2. REIMBURSEMENT PROGRAM OVERVIEW**

- Reimbursements of up to \$1,000 – matched at least dollar for dollar by the recipient – may be awarded annually to owners of properties within the area serviced by the Pullman Civic Organization (PCO) to support the preservation and restoration of the façades of their historic homes.
- The program is funded with half of the net proceeds from the annual Pullman House Tour.
- If more applications are received than there is funding available to support, recipients will be selected by lottery.
- The number of reimbursements awarded annually depends on the revenue generated by the House Tour and the amounts requested by applicants.

### **3. ELIGIBLE PERSONS**

- Persons must own the property for which they are applying.
- Persons must have no outstanding building code violations on any properties.
- Persons must have participated in at least one volunteer shift during or had their property featured as part of the previous year’s House Tour.
- Persons who own more than one property within the PCO service area may apply for only one property per year.
- Persons, those of their household, and their real estate business partners who have received a reimbursement from the program for any Pullman property the previous year will be eligible for the reimbursement on a stand by basis, based on available funding.
- Persons who were selected to receive a reimbursement in 2018 but did not complete the project must wait until 2020 before re-applying.
- Persons who forfeit a reimbursement are ineligible for application for one year following the date of their forfeiture.
- Reimbursements are non-transferable, and must be completed by the persons applying for them and at the address for which they are applying.

### **4. ELIGIBLE PROPERTIES**

- Reimbursements are restricted to those homes and apartment buildings within the PCO service area, which extends from 111<sup>th</sup> Street south to 115<sup>th</sup> Street and from Cottage Grove Avenue east through Langley Avenue.
- Reimbursements are restricted to homes and apartment buildings that contribute to the National Historic Landmark District designation, i.e. those properties built as part of the original Pullman company town between 1880 and 1894.
- Properties must be free of any and all outstanding building code violations at the time of application.

**5. ELIGIBLE PROJECTS**

- Projects must adhere to the Secretary of the Interior’s Standards for Historic Preservation and the Commission on Chicago Landmarks Guidelines for Alterations to Historic Buildings and New Construction.
- Projects, except those restricted to painting, must be approved by the Commission on Chicago Landmarks and permitted as required by the Chicago Building Department *before* being undertaken.
- Projects, *including* those restricted to painting, must be approved by the PCO Beman Committee to be eligible to receive reimbursement. Submitted projects that do not meet the program guidelines will be returned to the applicant with a written explanation.
- Reimbursements are restricted to the repair, restoration or replacement of original historic-grade elements on elevations that are visible from a street, including, but not limited to:

|                        |  |          |
|------------------------|--|----------|
| Windows with brickmold | Doors with brickmold and transom (if applicable) |          |
| Masonry                | Porches  | Chimneys |
| Ornamental Woodwork    | Historic Gutters                                 | Roofing  |
- Reimbursements may also be used for painting original or historically-accurate replacement windows, doors, trim and porches.
- Projects that require painting must include scraping and priming, and must utilize PCO Beman Committee-approved Pullman colors exclusively.
- Projects already completed or underway at the time of application are not eligible.
- In cases of projects for contiguous elements (i.e., those that span more than one address) during years for which there is a lottery, the selection of one address will automatically include that of each address applying for reimbursement encompassed by the selected project.
- In the event of a forfeit of one part of a contiguous project, that forfeit will *not* apply to those other addresses encompassed by the project. In these instances, the owner of the non-forfeiting property may elect to have their Reimbursement applied to a different project at the same address within the agreement period, with the PCO Beman Committee’s approval.
- Applicants whose properties were featured on the fall House Tour within the previous five years will be automatically selected for reimbursements, subject to all other eligibility and as funding allows.

**6. APPLICATION PROCESS**

- Fill out application form
  1. Attach a detailed cost estimate from a selected contractor
  2. Attach detailed drawings with dimensions and other specifications for proposed window, door, porch, ornamental trim and mansard roof element replacements.
  3. Letter of permission from neighbor if applying for work for a shared façade element.
- Applications are due no later than March 1, 2019
- Applications may be mailed or hand delivered to:

**John Christie, Co-Chair PCO Beman Committee**  
**645 E. 111<sup>th</sup> Street**  
**Chicago, IL 60628**

- Recipients will be selected/announced at the PCO meeting on March 20, 2019

**7. REIMBURSEMENT AGREEMENT**

- Upon the selection of those who are to receive a reimbursement, the PCO Beman Committee will draft an agreement between the PCO and the recipient, to be signed by the recipient and returned to the PCO Beman Committee within 30 days.
- Attach proof that any required permit has been obtained and/or the permit fee waiver application has been submitted to the City of Chicago.

**8. REIMBURSEMENT PROCEDURE**

- Reimbursement will be made only when:
  1. The project is completed within the agreed upon timeframe.
  2. The contractors are paid in full and receipts to that effect are submitted to the PCO Beman Committee along with a copy of the building permit.
  3. It has been determined by the PCO Beman Committee that the completed project conforms to the specifications detailed in the reimbursement agreement; the Committee reserves the right to withhold reimbursement for those projects not in compliance.

**If you have any questions, call John Christie – 773-447-8620 or Ann Alspaugh -773-580-2331  
Si necesita asistencia en español, llame Arlene Echols – 773-821-1637**