

Will Cook Enterprise Zone



4900 Village Commons
Matteson, Illinois 60443
708-283-4779 - Fax 708-748-5196

www.willcookerprizezone.org • E-mail lmurphy@villageofmatteson.org

DATE _____

PART I – BUSINESS INFORMATION

To be completed by Project Representative (Property owner OR business owner)

1. Legal Name of Business _____ PHONE # _____
2. Name of Owner _____ PHONE# _____
3. MAILING ADDRESS _____
4. CITY _____ STATE _____ ZIP _____ E MAIL _____
5. FEIN _____ Unemployment Insurance Number _____

PART II - PROJECT

6. PROJECT NAME _____
7. PROJECT ADDRESS LOCATION (no P.O. boxes) _____
8. CITY _____ ZIP _____
9. BUILDING PERMIT ISSUE DATE _____

PROJECT DETAILS

10. General description of proposed project, including any rehabilitation/remodeling of existing structures, new construction, major paving or new equipment).
TYPE AND STYLE OF CONSTRUCTION _____
BUILDING SIZE _____ LOT SIZE _____
TYPE OF BUSINESS _____
11. PROJECT CLASSIFICATION
COMMERCIAL _____ INDUSTRIAL _____ RETAIL _____
12. EXPECTED START DATE OF PROJECT _____ EXPECTED COMPLETION _____

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PART III – JOB CREATION

13. NUMBER OF FULL-TIME EQUIVALENT JOBS

A. FTE AT PROJECT LOCATION _____ B. *RETAINED FTE _____

C. **CREATED WITHIN TWO YEARS OF PROJECT COMPLETION _____

**Retained = number of jobs that will remain in the zone because of the new investment being made, that otherwise would be lost.*

***Created = number of jobs for which persons are newly hired (not transferred in-State) or are expected to be hired within 2 years because of the new investment, not including construction jobs or spin-offs that may be created.*

14. DOES THIS PROJECT INVOLVE A MOVE FROM ANOTHER LOCATION?

YES _____ NO _____ If yes, indicate city and state. _____

15. IS THIS PROJECT LOCATED IN A TIF _____? HAVE YOU RECEIVED, OR WILL YOU APPLY FOR ANY OTHER REAL ESTATE TAX INCENTIVE _____? If yes, please explain. _____

PART IV - CONTRACTOR/S INFORMATION:

List general contractor and all subs. Each must have their own BMEC (Building Materials Exemption Certificate). (Use a separate sheet to list, if necessary).

CONTRACTOR/SUB CONTRACTOR

16. NAME _____ FEIN# _____

PHONE _____ ADDRESS _____

City _____ State _____ Zip _____

EMAIL _____ Contract Amount _____

BUILDING MATERIALS

17. PROJECT ESTIMATES

a. Estimated Building Material Cost _____ b. Estimated Labor Cost _____

****do not purchase materials prior to application submission***

b. Estimated FTE covered employees at project conclusion _____

c. The estimated amount of the exemption based on the percentage of the contract that consists of Materials and Total Const. Cost: \$ _____ X Percentage of Material _____ % X Local Tax

Rate _____ % = (Estimated amount of Exemption): \$ _____

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PART V - ENTERPRISE ZONE ADMINISTRATION FEE

MAKE CHECK PAYABLE TO: WILL/COOK ENTERPRISE ZONE

Please enclose your check for 0.5% of Estimated Building Material Cost (Line 17A).

\$ _____ (\$200.00 Minimum)

**MAIL FEE to: Village of Matteson c/o Enterprise Zone Administrator
4900 Village Commons, Matteson, Illinois 60443
Office: 708-283-4779 Fax: 708-748-5196**

PART VI - FROM YOUR MOST CURRENT TAX BILL

18. PROPERTY TAX IDENTIFICATION NUMBER _____

19. _____
Print Name of Project Representative Title

Signature of Project Representative Date

Return to Will/Cook Enterprise Zone via e-mail to lmurphy@villageofmatteson.org

Questions 708-283-4779

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