

Village of Vernon Hills

Rules for TIF Interested Parties Registration

1. Establishment of TIF Interested Parties Registry: The Village of Vernon Hills (the "Village") shall establish and maintain a single TIF Interested Parties Registry (the "Registry") pursuant to Section 11-74.4-4.2 of the Tax Increment Allocation Redevelopment Act (the "TIF Act"), encompassing all redevelopment project areas, whether existing as of the date of these rules or established hereafter.
2. Maintenance of Registry: The Village Manager, or another Village employee designated by the Village Manager, shall maintain the Registry at the Village Hall.
3. Application for Registration by Residents: Any Village resident may apply to register as an interested party by completing and submitting a registration application and a copy of a current driver's license, lease, utility bill, financial statement or other evidence acceptable to the Village to demonstrate current Village residency. Registration applications shall be available from the Village Manager, or on the Village web site.
4. Application for Registration by Organizations: An organization active in the Village may apply to register as an interested party by completing and submitting a registration application and a one-page statement describing the organization's current activities in the Village. Registration applications shall be available from the Village Manager, or on the Village Web Site.
5. Determination of Eligibility: Individuals and organizations whose applications for registration demonstrate current residence or current organizational activity in the Village shall be entered on the Registry within fourteen (14) days of the Village's receipt of all applicable documents. The Village Manager, or his/her designee, shall provide written notice of registration to registrants within ten (10) days of entry of the name on the Registry. Applications which are incomplete or do not comply with these rules shall be returned with the defects specified. The registrant shall be entitled to correct defects and submit a new application form and supporting documentation.
6. Duration of Registration: Registration on the Registry shall be effective for three (3) years from the date of entry on the Registry, unless the registrant requests in writing termination of the registration sooner. At the end of the three (3) year period, the Village shall provide written notice by mail to registrants stating that the registration will terminate unless renewed pursuant rules in effect at that time.
7. Amendment to Registration: A registrant may amend his/her/its registration by giving the Village written notice of a change of address for notice purposes, or of a change of name of the contact person for organizations. Any amendment of registration shall not extend the time for termination of registration.

8. Availability for Public Inspection: The Registry shall be available for public inspection during normal Village business hours. The Registry shall include the name and address of each registrant and, for organizations, shall also include the name and address of the designated contact person.
9. Non-interference: Neither registration nor non-registration on the Registry shall be used to prohibit or interfere with the ability of eligible organizations and individuals to register for receipt of information to which they are otherwise entitled under the TIF Act.
10. Amendment: These rules may be amended from time to time, subject to and consistent with the TIF Act, as it may be amended from time to time.
11. Notices to be Sent: The following notices shall be sent to registrants:
 - A. Notice of the availability of a proposed TIF redevelopment plan and eligibility report and how to obtain those documents, within a reasonable time after adoption of the ordinance fixing the date and time for the public hearing on the proposed TIF redevelopment plan. See TIF Act, Section 11-74.4-5(a).
 - B. Notice of specified changes to a proposed TIF redevelopment plan. See TIF Act, Section 11-74.4-5(a).
 - C. Notice of specified amendments to a previously approved TIF redevelopment plan. See TIF Act, Section 11-74.4-5(c).
 - D. Notice of the availability of the certified audit report for TIF districts with a specified housing impact. See TIF Act, Section 11-74.4-5(d)(9).
 - E. Notice of the preliminary public meeting required for new TIFs with a specified housing impact. See TIF Act, Section 11-74.4-6(e).