

☑ WATER AND SEWER

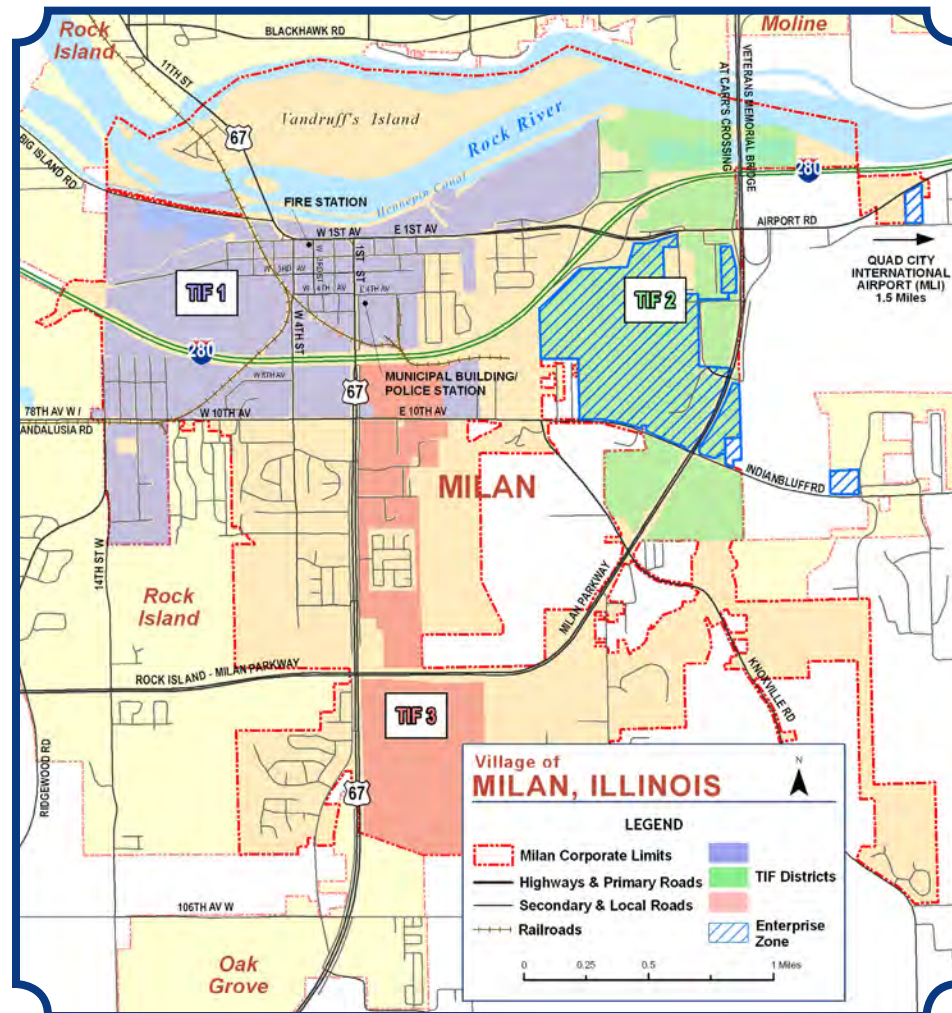
The Village of Milan Public Works Department is responsible for operating many of the water and sewer functions within the Village of Milan. Water service may be initiated or terminated at the Milan Municipal Building, Village Clerk's office (first floor) or by calling (309) 787-8500.

☑ TRAFFIC COUNTS

For a map of daily traffic counts visit the Illinois Department of Transportation at www.gettingaroundillinois.com or Bi-State Regional Commission at www.bistateonline.org/map_pub/map.shtml (February 2010).



Respecting the Past ~
Looking to the Future



Village of Milan
405 East 1st Street • Milan, IL 61264
(309) 787-8500 • www.milanil.org

CONTACT INFORMATION*

- Mayor, 787-8508**
- Village Trustees, 787-8500**
- Village Administrator, 787-8507**
- Village Clerk, 787-8500**
- Economic Development, 787-8506**
- Building Inspection, 787-8527**
- Police (non-emergency), 787-8520**
- Blackhawk Fire (non-emergency), 787-1131**
- Public Works, 787-8532**
- Water/Sewer, 787-8530**
- Blackhawk Township, 787-3111**
- Milan Post Office, 787-4314**
- Community Center/
Parks & Recreation Department, 787-8510**
- Milan Chamber of Commerce, 716-8144**

*Area code 309



Doing Business in Milan, Illinois

Welcome! This brochure/guide was designed to serve as a reference tool for business development. It contains Village of Milan contact information, as well as information at the state and federal level.

ENTERPRISE ZONE

Businesses that make investments within the Village of Milan Enterprise Zone are eligible for state and local tax incentives. To confirm that your business or development property is in the zone, please call the Village of Milan Economic Development Department at (309) 787-8506.

SALES TAX DEDUCTION ON BUILDING MATERIALS

Enterprise Zone businesses or contractors may purchase building materials sales tax exempt from eligible retailers. Eligible materials include:

- lumber, sheet rock, concrete block, nails, screws, windows, doors
- furnaces, ductwork plumbing, electrical systems, central air conditioners
- carpet, paint, landscaping, and all other materials that are "permanently affixed to the property"

An approved certificate of sales tax exemption is required. For an exemption certificate and specific rules for purchasing materials, contact the Economic Development Department.

FREQUENTLY ASKED QUESTIONS

Is my property located in a Tax Increment Financing (TIF) District or Enterprise Zone?

The Village of Milan has three Tax Increment Financing Districts. See map on back of brochure for areas.

Does the City have incentive programs to assist small business?

The Village has in place a low-interest loan program available, along with the TIF and Enterprise Zone incentives in designated areas.

REVOLVING LOAN FUND

The Village of Milan loan program assists new businesses and helps expand current businesses. RLF provides low interest loans for the purchase of land, buildings, equipment, and working capital.

The program is designed to:

- attract and retain businesses that provide permanent jobs
- maximize investment within the Village
- redevelop vacant and/or blighted land
- promote sales and tax generating projects
- provide financial assistance to eligible businesses

To receive an application call the Village of Milan Economic Development Department at (309) 787-8506, or e-mail annetteernst@milan.il.us.

ADDITIONAL INCENTIVES

Bi-State Regional Commission offers a Revolving Loan Fund (RLF) Program to provide gap financing for business startups or expansions that create or retain jobs. The RLF program targets businesses that cannot obtain full financing because of conventional interest rates and lending/exposure limits applied by local lending institutions. It is intended to provide the funds that complete the financial package by financing the "gap" created by these conditions. The program offers low interest loans to industrial, commercial, light manufacturing, retail and service industries for expansion and development purposes. Funds can be used towards the purchase of fixed assets (land, building, and equipment) and for working capital purposes. The loan is tied to job creation/retention with loan terms of \$7,500 per job (additional dollars per job may be considered with high paying job offering generous benefit packages).

In addition, the State of Illinois offers grants and loans. Information on these programs is available through the Department of Commerce & Economic Opportunity. Go to www.commerce.state.il.us/dceo/Bureaus for more information.

Doing Business in Milan, Illinois...

OPENING A BUSINESS CHECKLIST

In The Village of Milan, it's easy to open your business. The village staff and officials take the time to answer your questions and get you started. This list is designed to be a quick checklist to help you along the way.

BUILDING PERMITS

A building or structure may not be erected, constructed, enlarged, altered, repaired, moved, improved, converted, or demolished unless a separate building permit has been obtained from the Village of Milan Inspection Division. Building permit fees are based on the valuation of the construction or renovation. For information about building permits call (309) 787-8527.



CHANGE OF USE OR TYPE OF OCCUPANCY

The Village of Milan Inspection Division is responsible for the regulation of changes of use or occupancy. If the most recent use of the space was for a different type of commercial use, such as converting office space to retail sales, contact Inspection Division at (309) 787-8527 to discuss whether or not alterations, or zoning change may be required and to arrange an inspection to issue a Certificate of Occupancy.

ELECTRICAL PERMITS

The Village of Milan Inspection Division is responsible for the regulation and inspection of any installation, alteration, or change of electrical wiring in the village. All individuals need to obtain an electrical permit prior to conducting electrical work. For information about electrical permits call (309) 787-8527.

MECHANICAL PERMITS

The Village of Milan Inspection Division is responsible for the regulation and inspection of any design, construction, installation, quality of materials, location, operation, and maintenance or use of heating, ventilating, cooling, refrigeration systems, incinerators, and other miscellaneous heat-producing appliances. All individuals need to obtain a mechanical permit prior to conducting mechanical work. For information about mechanical call (309) 787-8527.

PLUMBING PERMITS

The Village of Milan Inspection Division is responsible for the regulation and inspection of any installation, alteration, or change of plumbing in residential and commercial structures. All individuals need to obtain a plumbing permit prior to conducting plumbing work. For information about plumbing permits call (309) 787-8527.

COIN OPERATED GAME MACHINES, VIDEO GAMES, OR POOL TABLES

A business must apply for a license for coin operated game

machines, videos, or pool tables. For applications and more information please see the Village of Milan Village Clerk at the Milan Municipal Building, 405 East 1st Street, or call (309) 787-8500.

CONSTRUCTION IN PUBLIC RIGHT-OF-WAY

The Village of Milan Public Works Department is responsible for the regulation and inspection of construction in the public right-of-way. For more information regarding construction, such as concrete flatwork or excavation in the public right-of-way, call the Village of Milan Public Works at (309) 787-8532.

FIRE INSPECTION

In a proactive attempt to ensure the safety of structures, the Blackhawk Fire Department will conduct, upon request, a fire inspection of all commercial properties. For more information, call the Fire Chief at (309) 787-1131.

FOOD AND/OR BEVERAGE SALES

An annual food and beverage license is required for all food service establishments and retail food stores operating in the Village of Milan and is issued by the Health Inspector. For information on food and beverage licenses call the Rock Island County Health Department at (309) 732-2915. An annual restaurant license is also required for all food service establishments and retail food stores operating in the Village of Milan.



FUEL TAX

The Village of Milan charges a user tax of \$.01 on retail and bulk purchases of motor fuel within the city. (For example, a trucking company with its own fuel tanks would be a bulk fuel user.) See the Village of Milan Village Clerk at the Milan Municipal Building (first floor) for the appropriate forms or call (309) 787-8500.

GARBAGE COLLECTION

The business is responsible for contracting with a private garbage collection firm to secure a dumpster or garbage pickup. There are several competitive companies that offer this service.



GAS AND ELECTRIC SERVICE

Electric and natural gas service is provided by MidAmerican Energy. Contact them by calling 1-800-329-6261. If the services have been turned off for one (1) year, contact the Village of Milan Inspection Division for a utility turn-on inspection at (309) 787-8527

HAZARDOUS MATERIALS

The Village of Milan requires businesses that handle, use, make, sell, generate, or store hazardous materials or hazardous

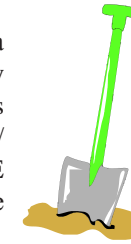
wastes, to obtain a permit. During the fire department's annual fire inspection this year, a short inventory will be taken of the types and quantities of material on your premises. From this assessment a hazardous material fee will be generated. For more information, call the Fire Marshall at (309) 787-1131.

INTERNET AND/OR CABLE

There are many Internet providers in town to meet your needs with phone line, broadband, and wireless connections. Mediacom is the local cable provider.

J.U.L.I.E.

Anytime you plan to dig, whether it's a small or a large construction, please call JULIE (Joint Utility Locating Information for Excavators) 48 hours prior to digging. JULIE will notify the owners/operators of underground facilities who are JULIE members of this planned digging activity, and the areas will be marked. Call 811.



LAND USE REGULATIONS

The Village of Milan has zoning and land use regulations in place. If your property needs to be rezoned from residential use to commercial, so a business use can locate there, Village staff can assist you with this process. A Zoning Variance is necessary when a proposed development cannot comply with the applicable zoning regulations. For example, problems such as exceptional narrowness, inadequate depth, or irregular shape would be considered impractical conditions, which may require a Zoning Variance. A Special Use Permit is necessary when a resident wishes to use his/her property for a purpose that is not permitted in a particular zoning district. The procedures used to apply for a Special Use Permit, Zoning Variance, or Rezoning are all very similar. The primary difference is who reviews the application. Applications for a Special Use Permit are reviewed directly by the Village Council. An application for a Zoning Variance is reviewed by the Board of Zoning Appeals (BZA), with the BZA making the final decision. Rezoning applications are reviewed by the Planning Commission with the Village Council making the final decision. For more information on land use regulations or for applications please call the Village of Milan at (309) 787-8527. The Village of Milan Zoning Ordinance is available online at www.milanil.org under "downloads."



LIQUOR LICENSE

Liquor licenses are required for businesses planning to sell alcohol, wine, or beer. The mayor is the liquor commissioner. For a liquor license application, see the Village Clerk at the Milan Municipal Building, first floor, or call (309) 787-8500.

OCCUPANCY LIMIT

The occupancy limit needs to be visibly posted for most commercial uses. For more information, contact the Blackhawk Fire Department Fire Chief at (309) 787-1131.

ORDINANCES

The Village of Milan Code of Ordinances is available online. If you have questions about an ordinance, please contact the Village Clerk at (309) 787-8500.

PARKING

For information about required parking for a business, please contact the Village of Milan Inspection Department at (309) 787-8527.

POLICE

Business Watch is a program that is based on the concept of Neighborhood Watch. It involves business owners getting to know each other and working together in an active role to reduce crime in the business community. Employees are training in various areas, such as reporting suspicious activity, shoplifting, and robbery prevention. For more information, please contact the Milan Police Department at (309) 787-8520.



PROPERTY TAXES

The Village of Milan is in Blackhawk Township. To learn what your property tax assessment would be, contact the township assessor or visit www.rockislandcounty.org/TaxSearch/disclaimer for a property search.

SALES TAX

The amount of sales tax collected in the Village of Milan is 6.75% for purchases of retail items and services. Call the Department of Revenue at 1-800-732-8866 for tax papers and other tax information.

SIGNS

A business should submit their new sign for review to the Village of Milan Inspection Division. Please call (309) 787-8527. The sign must comply with the Sign Ordinance and a business needs to obtain a permit from the Inspection Department.

The Village of Milan Sign Ordinance is available online.

STORM WATER CONTROL

The Village of Milan Inspection Department is responsible for the regulation and inspection of storm water control functions as they pertain to new construction and other land disturbing activities citywide. For more information regarding the management of sediment and post construction detention requirements call the Village of Milan Inspection Department at (309) 787-8527.

