

The City of O'Fallon, Illinois
TIF INTERESTED PARTIES REGISTRY REGISTRATION RULES

- A. **Definitions.** As used in these Registration Rules, the following terms shall have the definitions set forth below.

“**Act**” shall mean the Tax Increment Allocation Redevelopment Act 65 ILCS § 5/11-74.4-1 et seq., as amended.

“**City**” shall mean the City of O'Fallon, Illinois.

“**Administrator**” shall mean the City Administrator of the City.

“**Interested Party(s)**” shall mean (a) any organization(s) active within the City (b) any resident(s) of the City, and (c) any other entity or person otherwise entitled under the Act to register in a specific Registry who has registered in such Registry and whose registration has not been terminated in accordance with these Registration Rules.

“**Redevelopment Project Area**” shall mean a redevelopment project area that (a) is intended to qualify (or has subsequently qualified) as a “redevelopment project area” under the Act and (b) is subject to the “interested parties” registry requirements of the Act.

“**Registration Form**” shall mean the form attached as Exhibit A to these Registration Rules or such revised form as may be approved by the City consistent with the requirements of the Act.

“**Registry**” or “**Registries**” shall mean each interested parties registry, and all such registries, collectively, established by the City pursuant to Section § 11-74.4-4.2 of the Act for Redevelopment Project Area(s).

- B. **Establishment of Registry.** The City shall establish a separate interested parties registry for each Redevelopment Project Area, whether existing as of the date of the adoption of these Rules or hereafter established. The City shall establish a new registry whenever it has identified an area for study and possible designation as a Redevelopment Project Area. For each new registry to be created pursuant these Registration Rules, the City shall publish notice in a newspaper of general circulation within the corporate boundaries of the City in substantially the form of the form notice Exhibit B attached hereto and incorporated herein by reference. The process of establishing the new registry must be completed prior to the deadline for sending any of the notices required by Section (J) of these rules or any other notices required by the Act with respect to the proposed Redevelopment Project Area.

- C. **Maintenance of Registry.** The Registries shall be maintained by the Administrator or his or her designee. In the event the City determines that a department other than the Administrator should maintain the Registries, the City may transfer the responsibility for maintaining the Registries to such other Department provided that the City (i) gives prior written notice to all Interested Parties not less than thirty (30) days prior to such transfer and (ii) publishes notice of such transfer in a newspaper of general circulation in the City.
- D. **Registration by Residents.** An individual seeking to register as an Interested Person with respect to a Redevelopment Project Area must complete and submit a Registration Form to the Administrator. Such individual must also submit a copy of a current driver's license, lease, utility bill, financial statement or such other evidence as may be acceptable to the Administrator to establish the individual's current City residency.
- E. **Registration by Organizations.** An organization seeking to register as an Interested Person with respect to a Redevelopment Project Area must complete and submit a Registration Form to the Administrator. Such organization must also submit a copy of a one-page statement describing the organization's current operations in the City.
- F. **Determination of Eligibility.** All individuals and organizations whose Registration Form and supporting documentation complies with these Registration Rules shall be registered in the applicable Registry within ten (10) business days of the Administrator's receipt of all such documents. The Administrator shall provide written notice to the registrant confirming such registration. Upon registration, Interested Parties shall be entitled to receive all notices and documents required to be delivered under these Rules or as otherwise required under the Act with respect to the applicable Redevelopment Project Area. If the Administrator determines that a registrant's Registration Form and/or supporting documentation is incomplete or does not comply with these Registration Rules, the Administrator shall give written notice to the registrant specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation.
- G. **Renewal and Termination.** An Interested Person's registration shall remain effective for a period of three years. At any time after such three year period the Administrator may provide written notice by regular mail to the Interested Person stating that such registration shall terminate unless the Interested Person renews such registration within thirty (30) days of the Administrator's mailing of written notice. To renew such registration, the Interested Person shall, within such thirty (30) day period, complete

and submit the same Registration Form and supporting documentation then required of initial registrants in order to permit the Administrator to confirm such person's residency or such organization's operations in the City. The registration of all individuals and organizations whose Registration Form and supporting documentation is submitted in a timely manner and complies with these Regulation Rules shall be renewed for an additional, consecutive three year period. If the Administrator determines that a registrant's renewal Registration Form and/or supporting documentation is incomplete or does not comply with these Registration Rules, the Administrator shall give written notice to the registrant at the address specified in the renewal Registration Form submitted by such registrant, specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation within thirty (30) days of receipt of the Administrator's notice. If all defects are not corrected within thirty (30) days of the Interested Person's receipt of the Administrator's notice, the Interested Person's registration shall be terminated. Any Interested Person whose registration is terminated shall be entitled to register again as if a first-time registrant.

- H. **Amendment to Registration.** An Interested Party may amend its registration by giving written notice to the Administrator by certified mail of any of the following: (i) a change in address for notice purposes; (ii) in the case of organizations, a change in the name of the contact person; and (iii) a termination of registration. Upon receipt of such notice, the Administrator shall revise the applicable Registry accordingly. The Administrator shall provide written notice to the registrant confirming such amended registration.

- I. **Registries Available for Public Inspection.** Each Registry shall be available for public inspection during normal City business hours. The Registry shall include the name, address and telephone number of each Interested Person and for organizations, the name and phone number of a designated contact person.

- J. **Notices to be Sent to Interested Parties.** Interested Parties shall be sent the following notices and any other notices required under the Act with respect to the applicable Redevelopment Project Area:
 - (i) pursuant to sub-section § 74-4-5(a) of the Act, notice of the availability of a proposed redevelopment plan or separate eligibility report providing in reasonable detail the basis for the eligibility of the Redevelopment Project Area (if prepared), including how to obtain this information, such notice shall be sent by mail within a reasonable period of time after the adoption of the

ordinance fixing the public hearing for the proposed redevelopment plan;

- (ii) pursuant to sub-section § 74-4.5(a) of the Act, notice of changes to proposed redevelopment plans that do not (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than ten (10) days following the City's adoption by ordinance of such changes;
- (iii) pursuant to sub-section § 74-4-5(c) of the Act, notice of amendments to previously approved redevelopment plans that do not: (1) add additional parcels of property to the redevelopment project area, (2) substantially affect the general land uses in the redevelopment plan, (3) substantially change the nature of the redevelopment project, (4) increase the total estimated redevelopment project costs set out in the redevelopment plan by more than 5% after adjustment for inflation from the date the plan was adopted, (5) add additional redevelopment project costs to the itemized list of redevelopment project costs set out in the redevelopment plan or (6) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than 10 days following the City's adoption by ordinance of any such amendment.
- (iv) pursuant to sub-section § 74.4-5(d)(9) of the Act for redevelopment plans or projects that would result in the displacement of residents from 10 or more inhabited residential units or that contain 75 or more inhabited residential units, notice of the availability of the annual report described by sub-section § 74.4-5(d), including how to obtain the annual report; such notice shall be sent by mail within a reasonable period of time after completion of the certified audit report.
- (v) pursuant to sub-section § 74.4-6(e) of the Act, notice of the preliminary public meeting required under the Act for a proposed Redevelopment Project Area that will result in the displacement of

10 or more inhabited residential units or which will contain 75 or more inhabited residential units, such notice shall be sent by certified mail not less than 15 days before the date of such preliminary public meeting.

- K. **Non Interference.** These Registration Rules shall not be used to prohibit or otherwise interfere with the ability of eligible organizations and individuals to register for receipt of information to which they are entitled under the Act.
- L. **Amendment of Registration Rules.** These Registration Rules may be amended by the City subject to and consistent with the requirements of the Act.

Exhibit A

FORM REGISTRATION APPLICATION FORM

Exhibit B

[FORM NOTICE OF INTERESTED PARTIES REGISTRY]