



City of Carbondale  
 Development Management  
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 Carbondale, Illinois 62901  
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 Explorecarbondale.com

**DOWNTOWN UPPER-STORY CONVERSION PROGRAM APPLICATION**

Applicant(s)	Applicant(s) Address
Phone	Address to be converted
Description of work to be performed for the conversion.	
<p>Be aware the City of Carbondale will require an inspection of the property to be converted prior to and after the conversion. The property must meet the building codes necessary to make the property a habitable space. Once the conversion is complete and all agreements have signed (including the TIF Redevelopment Agreement), the City will issue all necessary grant funding.</p> <p>I have reviewed Ordinance No. 2016-30, as attached, and understand the terms and conditions and further allow the City to verify the information in order to ensure that the program requirements are met. Submission of this application does not in itself obligate the City or Home Buyer without execution of the agreement.</p>	
Homeowner Signature	Date
Homeowner Signature	Date
<b>FOR OFFICE USE ONLY</b>	
Housing Program Administrator	Date
Development Services Director	Date
City Manager	Date

**About the Downtown Upper-Story Conversion Program**

The Downtown Upper-Story Conversion Program offers an incentive for owners of property located within downtown Carbondale for the conversion of upper stories into habitable dwelling units. The City will provide \$2,500 for each dwelling unit converted with a maximum of \$5,000 per property.

**Eligibility Requirements:**

- The property must be located within Carbondale’s BPR, Primary Business District.
- The property must maintain an upper story which is not considered a habitable dwelling unit at the time of application.
- The owner must enter into a TIF Redevelopment Agreement with the City of Carbondale.

The City of Carbondale will require a pre and post inspection for the proposed dwelling unit. To receive grant funds, the unit will be inspected at the completion of the conversion to ensure that the units meets building codes and is habitable living space.