

Checklist

All Appearance Commission submittals must complete a Plan Check prior to submitting final exhibits.

Step 1: Plan Check

Please submit 1 of each of the following to staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- Appearance Commission Application
- Application Fee
- Executive summary
- Dimensioned color sign detail (*sign submittals only*)
- Color perspective or building elevations (*wall signs, new construction, or building addition submittals*)
- Dimensioned site plan (*ground signs, new construction or building addition submittals*)
- Plat of Survey (*all submittals except wall signs, façade changes, or awnings*)
- Landscaping plan (*ground signs, new construction, building addition, or any new or modified landscaping*)
- Lighting plan and fixture catalogue cuts (*any proposal with new or changed lighting*)

Step 2: Final Exhibit Submittal (see calendar)

- Building Permit Application
- PDFs: *A digital copy of each of the below exhibits*
- 11 individually COLLATED packets: *Submittals should typically be 8 ½ x 11 in size or folded down to 8 ½ x 11:*
 - Appearance Commission Application
 - Executive Summary
 - Dimensioned color sign detail (*sign submittals only*)
 - Color perspective or building elevations *wall signs, new construction, or building addition submittals*)
 - Dimensioned site plan (*ground signs, new construction, or building addition submittals*)
 - Plat of Survey (*all submittals except wall signs, façade changes, or awnings*)
 - Landscaping plan (*ground signs, new construction, building addition, or any new or modified landscaping*)
 - Lighting plan and fixture catalogue cuts (*any proposal with new or changed lighting*)
 - Material Samples



Appearance Commission 2016 Calendar

Final Exhibit Deadline (Step 2)	AC Meetings @ 7:00 p.m.
12/23	01/13
01/06	01/27
01/20	02/10
02/03	02/24
02/17	03/09
03/02	03/23
03/23	04/13
04/06	04/27
04/20	05/11
05/04	05/25
05/25	06/15
06/08	06/29
06/22	07/13
07/06	07/27
07/20	08/10
08/03	08/24
08/24	09/14
09/07	09/28
09/21	10/12
10/05	10/26
10/19	11/09
11/23	12/14

**Meeting availability depends on case load.
AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.**

Appearance Commission Review



Application Form

Application Fee:
 Non-Illuminated \$50.00/sign
 Illuminated \$100.00/sign
 Replacement sign face \$50.00/sign



Appearance Commission Application

Applicant Information

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Project Information

Project Name:

Project Address:

Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.

Signature of Applicant:

Signature of Property Owner:

Signature of Project Manager: