

## Awning Approval Process

**STEP 1 - APPLICATION SUBMITTAL:** Applicant submits the following to the Village of Glenview:

- Three (3) copies of awning specifications with load requirements, including front and side detail
- Three (3) copies of color renderings of the proposed awnings with fabric color swatch attached
- One (1) copy of the application; and
- One (1) copy of the building permit

**STEP 2 - VILLAGE STAFF REVIEW AND APPROVAL:**

- A. Staff will review the proposal for compliance with the **Awning Appearance Code and Design Guidelines**. If revisions are required, the applicant submits three (3) revised copies and repeats Step 1.
- B. If the submitted plans comply, then the applicant moves to Step 3.

**STEP 3 - CERTIFICATE OF APPROPRIATENESS AND PERMIT:** The process is not complete until the applicant finishes Step 3.

- A. A Certificate of Appropriateness will be granted and a permit fee will be determined in accordance with the exhibits submitted in Step 2.
- B. If the exhibits are not in accordance with the Awning Appearance Code and Design Guidelines, the petitioner may present the proposal to the Appearance Commission at a public meeting. Please contact staff at (847) 904-4340 to discuss the process.
- C. A permit must be paid for and issued by the Village of Glenview prior to any installation.



### **Permit Fee Schedule:**

Fees are collected as part of a building permit related to the installation of any awnings or exterior related improvements. The fee is paid upon completion of this process and **prior** to picking up an awning or exterior remodeling permit and **prior** to the installation of any awning.

### **Inspection:**

The awning contractor must request an inspection after the awning is installed, by calling the inspection line at (847) 904-4320 to ensure compliance with the submitted permit drawings.

Refer to the **Awning Design Guidelines** online for further guidance:  
<http://www.glenview.il.us/development/planning/Reports/awningsdesignguidelines.pdf>

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

## **Awning Approval Process**



## **Application Form**

Application Fee:  
\$25 per awning section



# Awning Permit Application

## Applicant Information

Name of Applicant (Contact Person):

Applicant's Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

## Project Information

Business Name:

Street Address of Project:

Awning Description:

## Property Owner Information (if different than Applicant)

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:

**The following calculations must be provided upon construction drawings and plans with a stamp by an Illinois Licensed Architect or Structural Engineer:**

- Wind Load (minimum 90 miles per hour 3 second gust)
- Snow Load (minimum 25 pounds per square foot)
- Uniform Live Load (minimum 5 pounds per square foot)

## 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 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.

\*By my signature I acknowledge I have read and understand the materials in the awning application materials.

Date & Signature of Applicant\*:

Signature of Property Owner:

Signature of Project Manager: