

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
- 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.
- C. If the submitted plans comply, then the
- D. 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
- C. 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.
- D. A permit must be paid for an issued by the Village of Glenview prior to any installation.



The Village of
Glenview

2500 East Lake Avenue
Glenview, IL 60026-2600
Phone: (847) 724-1700
Fax: (847) 724-1752

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 Appearance Code and Design Guidelines online for further guidance:

<http://glenview.il.us/government/Documents/Awnings.pdf>

**Meeting availability depends on case load.
An incomplete application will cause delays.**

Awning Approval Process Application Form

Application Fee:

\$25 per awning section

**Community Development
Department**

**Planning Division
Phone: (847) 904-4307
Fax: (847) 724-1752**

[glenview.il.us/planning/SitePages/
Applications.aspx](http://glenview.il.us/planning/SitePages/Applications.aspx)



The Village of
Glenview



AWNING PERMIT 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: _____

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 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 of Mylar has been submitted for recording, if applicable.

Signature of Applicant: _____

Signature of Property Owner: _____

Signature of Property Manager: _____