

The Village of
Glenview
HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

TO: **HISTORIC PRESERVATION
COMMISSION**
c/o Planning Division
1225 Waukegan Road
Glenview, Illinois 60025
(847) 904-4340

Date Filed: _____, 20____

Name of Property (original if known): _____

Street Address: _____

Legal Description or P.I.N Permanent Index
Number: _____

(PIN # can be found on RE tax bill or by checking website
<http://www.assessor.co.cook.il.us/startsearch.html>)

Name of Applicant: _____

Applicants Affiliation (i.e. Property Owner, Commission, Organization, Association, etc.):

Address of Applicant: _____

Applicant's Phone Number: _____

Applicant's Fax Number: _____

Applicant's Signature: _____

For information only:

-Has owner been notified of application for property? yes or no or unknown (circle one).

-Does owner oppose alterations to the subject property?

Circle one - oppose support unknown

Application Fee: \$100.00 due at time of application for applicants other than property owner or Historical Preservation Commission.

Property Owner: _____

Owner's Mailing Address: _____

Present Use: _____ Past Use: _____

Original Architect: _____ Original Date of Construction: _____

Prior Alterations (if known):

Other Notable Architects:

Written summary of proposed alterations:

Criteria for Issuance of a Certificate of Appropriateness

In making a recommendation as to whether the Village Board approves or denies an application for a certificate of appropriateness, the commission shall be guided by the following criteria:

1. A property shall be used for its historic purpose or be utilized for a new use that requires minimal change to the defining characteristics of the building or property and its site environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials and/or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive stylist features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated historic features shall be repaired or restored rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatment, such as sandblasting, that causes damage to historic material shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved if such resources must be disturbed mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
11. Contemporary design for alteration and addition to existing properties shall not be discouraged when such alteration or addition does not destroy significant, historical, architectural, or cultural material and such design is compatible with the size scale, color, material, and character of the property, neighborhood or environment.

The applicant should submit a written response identifying how the proposed alterations

would comply with each of the above listed criteria.

APPLICATION SUBMITTAL REQUIREMENTS:

Accompanying the Variation Application, you must submit each of the following, collated into twelve (12) identical sets:

1. **Fourteen (14) copies of Pages 1-2 of this application.**
2. **Fourteen (14) copies of the applicant's written ummary of the project's compliance with the Certificate of Appropriateness Criteria.**
3. **Fourteen (14) folded copies of the existing plat of survey** - A land survey prepared by a registered Illinois land surveyor, accurately depicting all existing conditions at the time of application, including the lot size; dimensions, location of all buildings & structures on the site; setbacks; driveways, sidewalks, patios, decks, sheds, impermeable areas, off-street loading and/or parking spaces; and any additional data pertaining to existing non-conformities, if any such uses are known to exist.
4. **Fourteen (14) folded copies of a proposed site plan** - A site plan which demonstrates to scale the proposed alterations, and all resulting dimensions as proposed as these may differ from those dimensions provided upon the plat of survey as described above.
5. **Fourteen (14) folded copies of all four (4) proposed building elevations** - Plans delineating all four building elevations are required for any proposed change to an existing structure as well as for new building construction. All proposed materials should be identified on the building elevations (e.g. masonry, stone, cedar, aluminum, asphalt, copper, etc.)
6. **Fourteen (14) folded copies of photos of all four (4) existing building elevations** – Photos depicting all four building elevations are required for any proposed change to an existing structure as well as for new building construction.
7. **Fourteen (14) folded copies of existing and proposed floor plan layouts** - Sketches of the existing and proposed floor plan layouts are required for any room additions to an existing structure as well as for any new building construction.
8. **Fourteen (14) folded copies** - Any additional information which may support the request, including petitions, historical photos, building perspectives, landscaping plans, lighting plans, professional studies, exhibits, etc.
9. **One (1) digital copy in PDF format of each of the above required items.**
10. **Remittance of a \$100.00 filing fee.**