

Development Review Application



The Development Adjustment Commission reviews adjustments to the configuration or use of existing developments and identifying and preserving Glenview's architectural, cultural, environmental, and historical resources.

Based on the information you provide within this application packet, staff will direct your application for review.

Step 1: Plan Check

Please submit 1 digital copy of each of the applicable exhibits via email to staff for review. Staff will contact you with review comments within 5 business days of receiving your application. Staff will also provide necessary information for payment of fee.

Step 2: Correction and Final Exhibit(s) Submittal

Once revisions are made, email one (1) digital copy (.PDF format is preferred) of each altered document to arepp@glenview.il.us Staff will confirm all necessary revisions have been made. If additional revisions are required, staff will provide additional comments.

Step 3: Public Notice Period (If Applicable)

Certain applications require public notices to be published and issued. Staff will prepare the necessary public notice materials, publish a notice in a local newspaper, send mailers to neighboring properties and post a sign in the yard of the property.

Step 4: Commission Meeting:

Staff will prepare a report to the applicable Commission and it is distributed, along with your application materials, the week before the scheduled meeting date. A representative from the project is required to attend the meeting and will be required to provide testimony and respond to inquiries from the Commissioners. For certain application types, a recommendation may be forwarded to the Board of Trustees. For all others, a final decision shall be rendered or the case may be continued to permit the submission of additional information.

Development Adjustments Commission	
Submittal Deadline	Meeting Date
12/2/2022	1/4/2023
12/16/2022	1/18/2023
12/30/2022	2/1/2023
1/13/2023	2/15/2023
1/27/2023	3/1/2023
2/10/2023	3/15/2023
3/3/2023	4/3/2023
3/17/2023	4/19/2023
3/31/2023	5/3/2023
4/17/2023	5/17/2023
5/5/2023	6/7/2023
5/19/2023	6/21/2023
6/2/2023	7/5/2023
6/16/2023	7/19/2023
6/30/2023	8/2/2023
7/14/2023	8/16/2023
8/4/2023	9/6/2023
8/18/2023	9/20/2023
9/1/2023	10/4/2023
9/29/2023	11/1/2023
10/13/2023	11/15/2023
11/3/2023	12/6/2023

Commission Application for Development Review

Applicant Information or Business Owner

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Project Information

Project Name:

Project Address:

Property Owner Information (if different than Applicant)

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

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:

Phone:

Email:

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:



LANDMARK DISTRICT NOMINATION FORM

Recommendation to the Board of Trustees

i **PURPOSE:**

The Development Adjustments Commission serves as the Village's certified Historic Preservation Commission and is charged with identifying and preserving Glenview's architectural, cultural, environmental, and historical resources. The Development Adjustments Commission makes recommendations to the Village Board of Trustees regarding the designation of properties or districts as local Landmarks or Historic Districts.

LANDMARK DISTRICT NOMINATION APPLICATION MATERIALS

Name of Subdivision or District (original if known):

Proposed District Boundaries:

Number of Properties in Proposed District: -

Number of Property Owners on Attached Petition in Proposed District: _____

Note: This application must be accompanied by a petition signed by at least 51% of the property owners of record in a given district (unless initiated by the Development Adjustments Commission). The submittal must also include a map of the Proposed District with boundaries delineated.

For information only:

Have all of the property owners within the district been notified of this application been notified of application for the property?

..... Yes or No Unknown (circle one)

Written statement describing the neighborhood district:

Criteria for Determining Glenview Historical Landmarks

Check any and all items of criteria which apply to the district or buildings within the district and include an explanation on the following page.

Character/Value

Its character, interest or value as part of the development heritage or cultural characteristics of the community, county, state or nation.

Significant Location

Its location as the site of the significant local, county, state or national event.

Significant Contribution to Community

Its identification with a person or persons who significantly contributed to the development of the community, county, state or nation.

Distinguishing Characteristics

Its embodiment of distinguishing characteristics of an architectural and/or landscape style valuable for the study of a period, type, method of construction or use of indigenous materials.

Individual Architectural Influence

Its identification as the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the community, county, state or nation.

Overall Architectural Significance

Its overall embodiment of design, detailing, materials or craftsmanship which renders it architecturally significant.

Overall Architectural Innovative

Its overall embodiment of design elements that make it structurally or architecturally innovative.

Unique Location/Visual Feature

Its unique location or singular physical characteristics that make it an established or familiar visual feature.

Historic Location

It is located in an area that has yielded or may be likely to yield information important in history or pre-history.

Any area that meets one or more of the above criteria shall also have sufficient integrity of location, design materials and workmanship to make it worthy of Landmark Designation.

In making decisions about which sites or structures qualify as Glenview Historical Landmarks, the Development Adjustments Commission will present and submit to the Village Board a written report and recommendation containing its findings thereof within 30 days of the last public hearing date considering the request.

This neighborhood district should be eligible for designation on the basis of the Historic Preservation Ordinance Criteria on the preceding page. Please provide a summary of the eligible characteristics:

Additional Information that may affect Landmark District Approval:

Attach any other additional materials you believe would be helpful (i.e. photos, newspaper articles, etc.)

Please complete the summary on this page remit along with the applicable exhibits and materials.

Please submit 1 digital copy of each of the following via email to arepp@glenview.il.us for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- **Application Fee: As this application is submitted by property owners, there is no fee required.**

** Please contact staff if you have a specific question about a submission requirement.*

Municipal Code Historic Preservation Requirements:

https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeId=MUCO_CH98ZO_ARTXIHIPR