

# 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](mailto: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 DESIGNATION 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 ELIGIBILITY CONFIRMATION APPLICATION MATERIALS

Name of Property (original if known): \_\_\_\_\_

Street Address: \_\_\_\_\_

P.I.N. Permanent Index Number: \_\_\_\_\_

(P.I.N. # can be found on real estate tax bill or by checking website: <https://www.cookcountyassessor.com/>)

**For information only:**

Has the property owner been notified of application for the property?

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

Does owner oppose or support Landmark Designation of property?

..... Oppose      ..... Support      ..... Unknown      (circle one)

Present Use: \_\_\_\_\_

Past Use: \_\_\_\_\_

Original Architect: \_\_\_\_\_

Original Date of Construction: \_\_\_\_\_

Prior Alterations (if known): \_\_\_\_\_

Other Notable Architects: \_\_\_\_\_

Written Statement Describing the Property:

**Criteria for Determining Glenview Historical Landmarks**

Check any and all items of criteria which apply and include an explanation on separate 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 structure, property, or 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 structure 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:

Attach any other additional materials you believe would be helpful (i.e. photos, newspaper articles, etc.) or provide any additional information that may affect Landmark Designation approval:

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**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](mailto: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: \$100**
- **Site Plan Review Application:** Signed original turned in separately

*\* 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](https://library.municode.com/il/glenview/codes/code_of_ordinances?nodeId=MUCO_CH98ZO_ARTXIHIPR)