



**CERTIFICATE OF**  
**APPROPRIATENESS**

**APPLICATION PACKET**

**Department of Community Development**  
**Village of Downers Grove**  
**801 Burlington Avenue**  
**Downers Grove, IL 60515**

**Phone: 630-434-5515 Fax: 630-434-6873**  
*As of 01/01/17*



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# Typical Certificate of Appropriateness Designation Process

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## 1. Preliminary Meeting with Community Development Staff

A preliminary meeting with Community Development (CD) staff should be scheduled to discuss the proposed project and to outline the Certificate of Appropriateness (COA) review process. At this meeting the petitioner will receive preliminary feedback on their proposal and a preliminary determination if the project requires a COA.

If no COA is required, the property owner may prepare construction drawings and submit an application for a building permit, as applicable. If a COA is required, staff will assist the petitioner in determining if the work qualifies as a Minor or Major COA.

## 2. Submittal Requirements

All applications for a minor or major COA review must include **two (2) hard copies and one (1) digital copy** of the required submittal materials. Prior to submitting all application materials, the petitioner may choose to submit one complete set of application materials to Community Development for preliminary review to ensure that the petitioner has all the required information.

### Minor COA

If the project is a Minor COA request, the Community Development Director is authorized to review and grant these requests. A Minor COA application may be submitted at any time as there is no public hearing required.

### Major COA

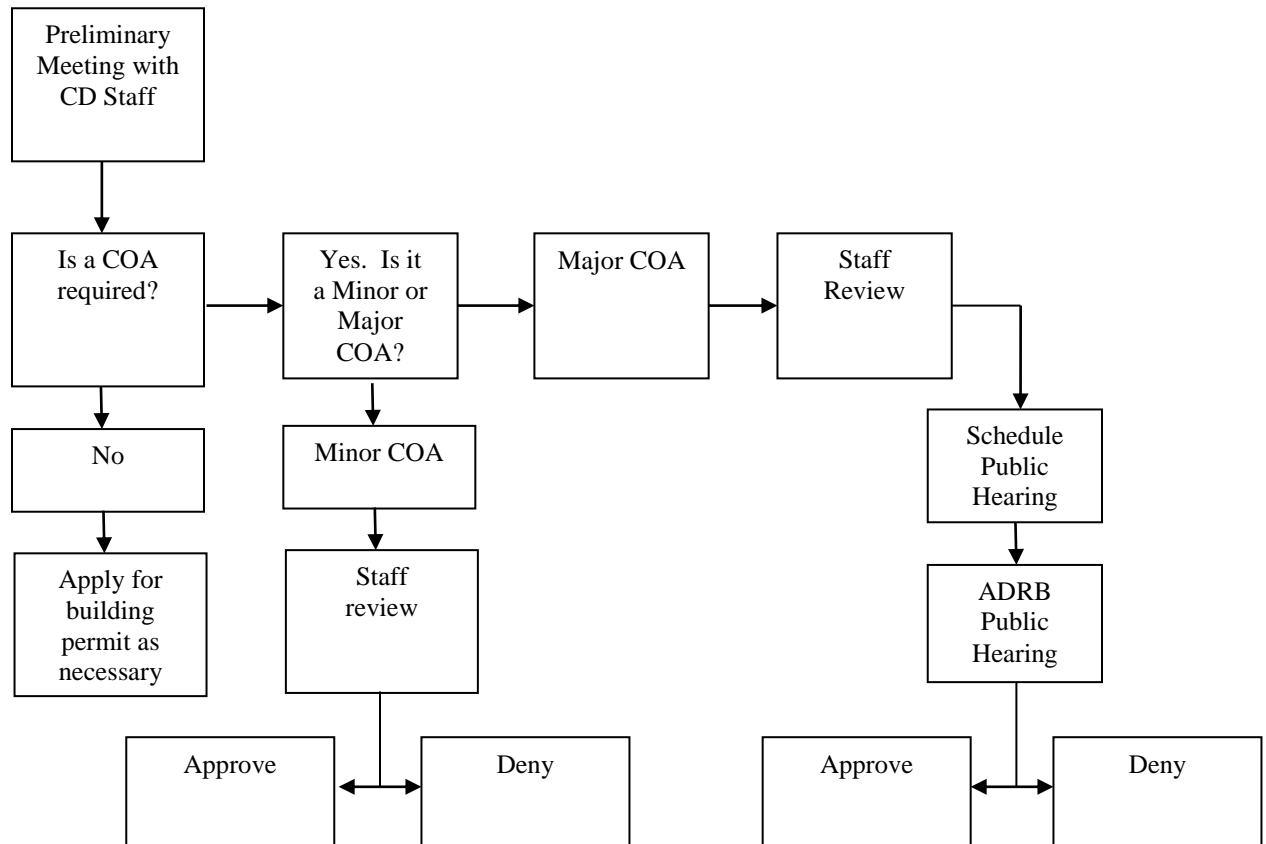
If the project is a Major COA request, the request must be reviewed by the Architectural Design Review Board. As such, materials must be submitted approximately **six weeks** prior to the anticipated public hearing date.

## 3. Architectural Design Review Board (ADRB) Hearing

When issues from all departmental reviews are resolved, an Architectural Design Review Board (ADRB) hearing will be scheduled and noticed. The Village will notify the public in accordance with Section 28.12.010.F of the Municipal Code. The report of the Community Development Department will be available on the Village website on the Friday prior to the scheduled ADRB Meeting. The ADRB holds a Public Hearing at which the petitioner makes a formal presentation to the Board and answers any questions concerning the COA request. The ADRB will make a motion to approve, approve with modifications or deny the request(s). If the request is approved, the applicant may prepare construction drawings and submit an application for a building permit, as applicable.



# Typical Certificate of Appropriateness Process Flowchart





# Meeting Schedule

## Architectural Design Review Board

The **Village of Downers Grove Architectural Design Review Board** is scheduled for the **Third Wednesday** of each month at **7:00 P.M** in the **Village Hall Committee Room**, 801 Burlington Avenue, Downers Grove, IL 60515.





# General Procedures for Public Hearing

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Anyone wishing to speak must be sworn in. Those speaking are asked to use the microphone and to speak clearly. Please begin by stating your name, address and note if you have been sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak tonight.

The Architectural Design Review Board may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. Village Staff will present their report regarding the petition, after which the ADRB may ask questions of the Staff.
4. The Petitioner will present testimony regarding their petition, after which the ADRB may question the Petitioner and any of the Petitioner's witnesses.
5. Members of the public may question the Petitioner and/or any of the Petitioner's witnesses and offer any sworn testimony (comments, opinions, etc.).
6. After the public has completed its commentary, the ADRB may question any member of the public who has spoken regarding their testimony.
7. The Petitioner may then cross-examine any member of the public who has spoken.
8. The Petitioner is afforded an opportunity to make a closing statement.
9. The public participation portion of the meeting is then closed.
10. The ADRB deliberates.
11. Each Board member may offer clarifying or summary comments.
12. The ADRB takes a roll call vote.

Note: These general guidelines are provided as an aid to those in attendance at ADRB meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Board determines to be necessary.



**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Department of Community Development  
801 Burlington Avenue – Downers Grove, IL 60515  
Phone: 630.434.5515 Fax: 630.434.6873**

*Office Use Only*

File No. \_\_\_\_\_

Date Filed \_\_\_\_\_

1. Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

2. Owner(s) of Record \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_

3. Applicant is:  Owner  Attorney  Other Agent (please specify) \_\_\_\_\_  
(Note: A letter of authorization from the owner(s) of record must be attached if the owner is not the applicant)

4. Address/Location of Subject Property \_\_\_\_\_

5. Property Index Number(s) of Subject Property \_\_\_\_\_

6. Certificate of Appropriateness Request Type Is:  Minor  Major

7. Describe the Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above statements and all accompanying statements and drawings are true and correct to the best of my knowledge. I hereby consent to the entry in or upon the premises described in this application by any authorized official of the Village of Downers Grove for the purpose of securing information, posting, maintaining and removing such notices as may be required by law.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please note that advertisement of proposed projects prior to Village approval in no way creates an obligation for Village approval. Any advance promotion of a project is done at the risk of the petitioner.



# Certificate of Appropriateness Petitioner's Submittal Checklist

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Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Submittal Guidelines:**

This is a general checklist. Other items pertaining to your case may be necessary. The Architectural Design Review Board or staff may request additional information. ALL PETITIONERS ARE URGED TO REVIEW THE MATERIAL IN THIS PACKET AND CHAPTER 12 (HISTORIC PRESERVATION) AND CHAPTER 28 (ZONING) OF THE MUNICIPAL CODE.

- **Two (2) hard copies and one (1) digital copy** of applicable materials shall be submitted for staff review. If it is a Major COA request, materials must be submitted **at least six (6) weeks prior** to the anticipated public hearing with the petition and other required documents.

## **Attach the following for all Certificate of Appropriateness (COA) petitions:**

### **1. PETITION FOR CERTIFICATE OF APPROPRIATENESS (COA) REVIEW**

The Petition for Certificate of Appropriateness Review (page 7) must be completed, including an original signature.

### **2. PROOF OF OWNERSHIP**

A Letter of Authorization from the Owner of Record is required if an agent is designated or if the Owner's signature is not on the petition. A Land Trust Disclosure form must be included if applicable.

### **3. PROJECT SUMMARY/NARRATIVE LETTER**

A written overview of the project and summary of evidence must be submitted in the form of a narrative letter that makes reference to submitted plans and exhibits. The narrative letter should include a description of the historically significant architectural features or historical significance of the property. The narrative letter shall also address how the proposed COA meets the Review Criteria for a COA (Section 12.504, page 10) and the Design Guidelines for a COA within the Historic Preservation Ordinance (Section 12.505, page 11).

### **4. PLAN SETS**

Two (2) sets or plan drawings and one (1) electronic copy of plan set shall be submitted for review. Plans shall be no smaller than 11" x 17" but no larger than 24" x 36" shall be submitted. Plan sets should include the following, as applicable:

- a. Existing and proposed site plan identifying any proposed site improvements
- b. Existing and proposed building elevations, including height, grade and building materials
- c. Existing and proposed floor plans
- d. Existing and proposed architectural details

### **5. PHOTOGRAPHS**

Photographs shall be provided which identify existing conditions on the property. Each photograph shall be printed no smaller than 4" x 6". A photo key shall be provided which identifies where the picture was taken if a significant number of photographs is provided. A list of



photographs shall be provided which lists the photograph number, description (e.g. East elevation) and the date of the photograph.

**6. LEGAL REGISTERED SURVEYOR'S PLAT OF SURVEY**

A current plat of survey prepared by a surveyor. A plat is considered current if it identifies all the improvements that are currently located on the site and provides an accurate legal description.

**7. CERTIFICATION OF PUBLIC NOTICE INFORMATION AND LIST OF SURROUNDING PROPERTY OWNERS**

A list of property owners within 250 feet of the perimeter of the site, not including public right-of-ways less than 150 feet in width, must be submitted. The list must include the Permanent Index Number (PIN) of the properties and the billing name and billing address of the owners according to the last available tax records of the County – this information may be retrieved from the respective Township Assessor's Office. *Mailing labels must be provided if the list includes more than 30 names.* Additionally, the Certification of Public Notice Information form (page 12) must be completed and submitted with the complete application packet.

*If after reviewing this checklist you have additional questions about the Certificate of Appropriateness process, please call the Department of Community Development at (630) 434-5515.*



# Criteria for Certificate of Appropriateness – Section 12.504

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To approve a Certificate of Appropriateness (COA), the request must meet certain criteria. The criteria, shown in the Downers Grove Municipal Code Chapter 12 – Historic Preservation, Section 12.504 (Reviewing Criteria for Certificate of Appropriateness) is shown below:

## **Section 12.504. Reviewing Criteria for Certificate of Appropriateness.**

In making a determination whether to approve or deny an application for a Certificate of Appropriateness, the Board shall be guided by the Secretary of the Interior's "Standards for Rehabilitation", as follows:

- A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment;
- B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;
- C. 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;
- D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved;
- E. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity;
- F. Deteriorated historic features shall be repaired 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;
- G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible;
- H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- I. 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;
- J. 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.

(Ord. 5519, Renumbered, 12/15/2015; Ord. 4881, Add, 07/03/2007)



# Design Guidelines for a Certificate of Appropriateness Section 12.505

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To approve a Certificate of Appropriateness (COA), the request must meet certain design criteria. The criteria, shown in the Downers Grove Municipal Code Chapter 12 – Historic Preservation, Section 12.505 (Design Guidelines for a Certificate of Appropriateness) is shown below:

## **Section 12.505. Design Guidelines for a Certificate of Appropriateness.**

Design guidelines for applying the criteria for review of Certificates of Appropriateness shall, at a minimum, consider the following architectural criteria:

- A. Height - the height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district;
- B. Proportions of Windows and Doors - The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark;
- C. Relationship of Building Masses and Spaces - The relationship of a structure within a historic district to the open space between it and adjoining structures should be compatible;
- D. Roof Shape - The design of the roof, fascia, and cornice should be compatible with the architectural style and character of the landmark;
- E. Scale - The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district;
- F. Directional Expression - Facades in historic districts should blend with other structures with regard to directional expression. Structures in a historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures. Directional expression of a landmark after alteration, construction or partial demolition should be compatible with its original architectural style and character;
- G. Architectural Details - Architectural details including types of materials, colors, and textures should be treated so as to make the landmark compatible with its original architectural style and character of a landmark or historic district;
- H. New Structures - New structures in a historic district shall be compatible with the architectural styles and design in said districts.

(Ord. 5519, Renumbered, 12/15/2015; Ord. 4881, Add, 07/03/2007)



# Certification of Public Notice Information

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*(Public Notification for Public Hearings is required by Illinois Statute and incomplete or inaccurate property owner information, from which notification is made, can invalidate a Public Hearing.)*

I, \_\_\_\_\_, attest, as the petitioner or authorized representative of the petitioner, as part of a complete application for the Village to consider proposed project at \_\_\_\_\_ (address/property location) , that due care was given to identifying the most current list of property owners that are required to be notified per Village Code, including their respective mailing addresses and Parcel Identification Numbers (PIN), and that this complete and accurate list is hereby transmitted to the Village as an attachment to this Certification in sufficient time to ensure public notification.

Attest:

\_\_\_\_\_

Printed Name of Petitioner or Authorized Representative

\_\_\_\_\_

Signature of Petitioner or Authorized Representative

\_\_\_\_\_

Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date Received / File Number (Village Use Only)**



# LAND TRUST DISCLOSURE FORM

The property to which this application relates is/is not the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was completed in the affirmative, the following statement shall be completed and verified:

I, \_\_\_\_\_, as trustee/beneficiary of  
\_\_\_\_\_ Trust Number \_\_\_\_\_,

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person/persons, Body/Bodies Politic, corporation/corporations or other entity/entities below designated is/are the beneficiary/beneficiaries of said land trust, that the beneficiary/beneficiaries designated by a checkmark hold/holds the power of direction created therein, and that no beneficiary holds a beneficial interest as nominee for a person, Body Politic, corporation or other entity not named herein.

NAME	ADDRESS	INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subscribed and sworn to \_\_\_\_\_ (SEAL)

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public