



HISTORIC DISTRICT **DESIGNATION**

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 01/01/16



Table of Contents

Historic District

Application Packet

1. **Designation Process**
2. **Designation Flow Charts**
3. **Meeting Schedule**
4. **General Procedures for Public Hearing**
5. **Designation Application**
6. **Petitioner's Submittal Checklist**
7. **Designation Criteria**
8. **List of Properties**
9. **Certificate of Acknowledgement Form**
10. **Owner Consent Forms**
11. **Certification of Public Notice Information**
12. **Land Trust Disclosure Form**



Historic District Designation Process

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 Historic District review process. At this meeting the petitioner will receive preliminary feedback of the proposal based on the Historic Preservation Ordinance and policies of the Village of Downers Grove.

2. Submittal for Public Hearing

All applications for Historic District review must include **two (2) hard copies and one (1) digital copy** of the required submittal materials. Materials shall be submitted approximately **six weeks** prior to the anticipated public hearing along with the original signed copies of the Owner Consent Form and Certification of Acknowledgement. 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 they are in compliance with submittal requirements.

3. Architectural Design Review Board (ADRB) Hearing

When issues from all departmental reviews are resolved, an Architectural Design Review Board 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.

Contiguous Historic District Applications

For contiguous historic district applications, the ADRB will hold a preliminary public hearing. At the public hearing, the petitioner makes a formal presentation to the Board and answers any questions concerning the proposal (see General Procedures for Public Hearing). The ADRB will make preliminary determination concerning the proposed historic district and set a date for a final public hearing. After the preliminary hearing, the preliminary determination will be sent via certified mail to all owners of record within the proposed historic district.

The ADRB will then hold a final public hearing. The petitioner makes a formal presentation to the Board and answers any questions concerning the proposal (see General Procedures for Public Hearing). The ADRB may make a motion forwarding findings and a recommendation to the Village Council.

Thematic Historic District Applications

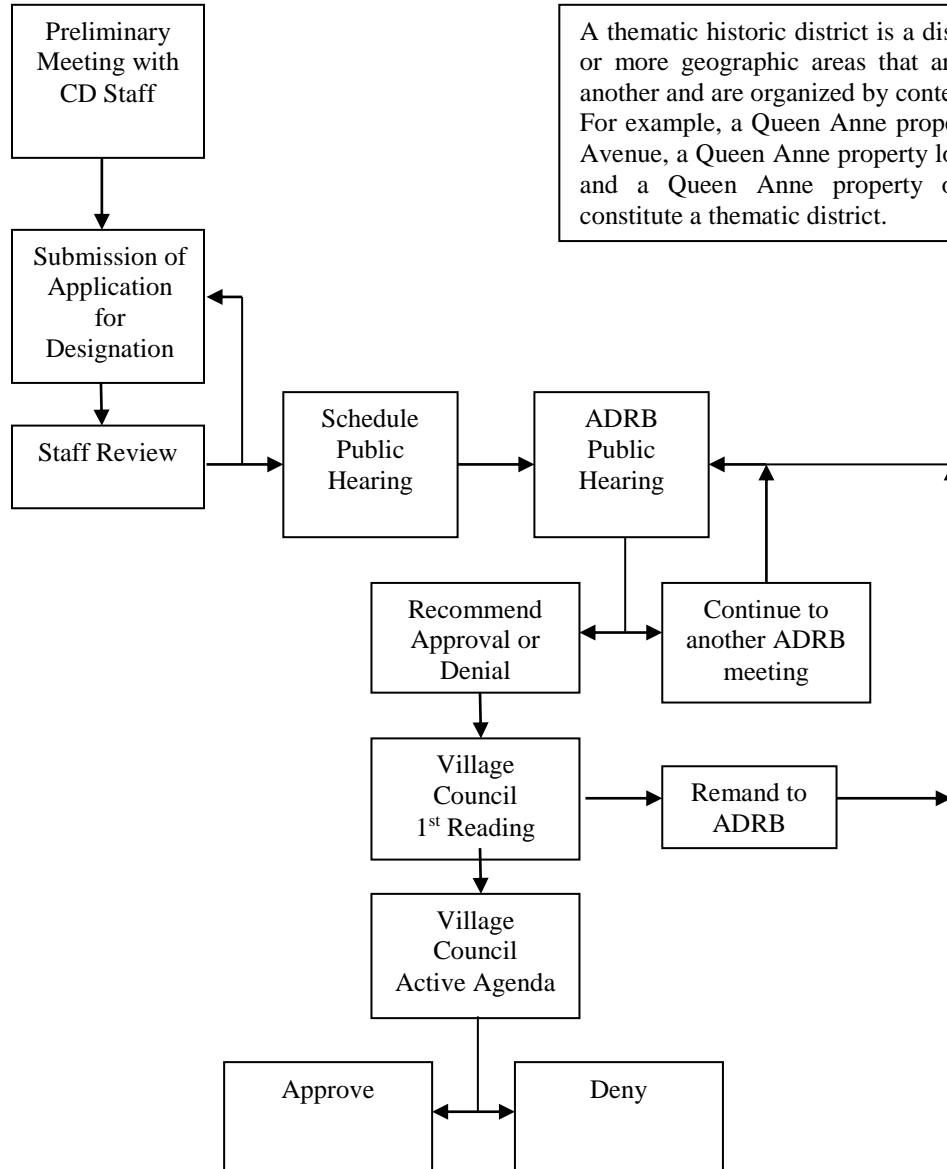
The ADRB will hold a public hearing. The petitioner makes a formal presentation to the Board and answers any questions concerning the proposal (see General Procedures for Public Hearing). The ADRB may make a motion forwarding findings and a recommendation to the Village Council.

4. Village Council Meeting

Following the recommendation by the ADRB, the petition will be scheduled for a first reading at a Village Council Meeting (typically three to five weeks after the ADRB hearing). An ordinance is drafted and forwarded to the Village Council for review along with copies of all application materials and meeting minutes of the ADRB hearing. At the first reading, staff presents an overview of the project and the ADRB's findings to the Village Council. The applicant has an opportunity to make a presentation and respond to questions from the Village Council. Following the first reading, the petition will be placed on the active agenda of a regular meeting of the Village Council for consideration. The Village Council makes the final decision on the Historic District petition and is the only Village body that can legally do so.



Thematic Historic District Designation Process Flowchart

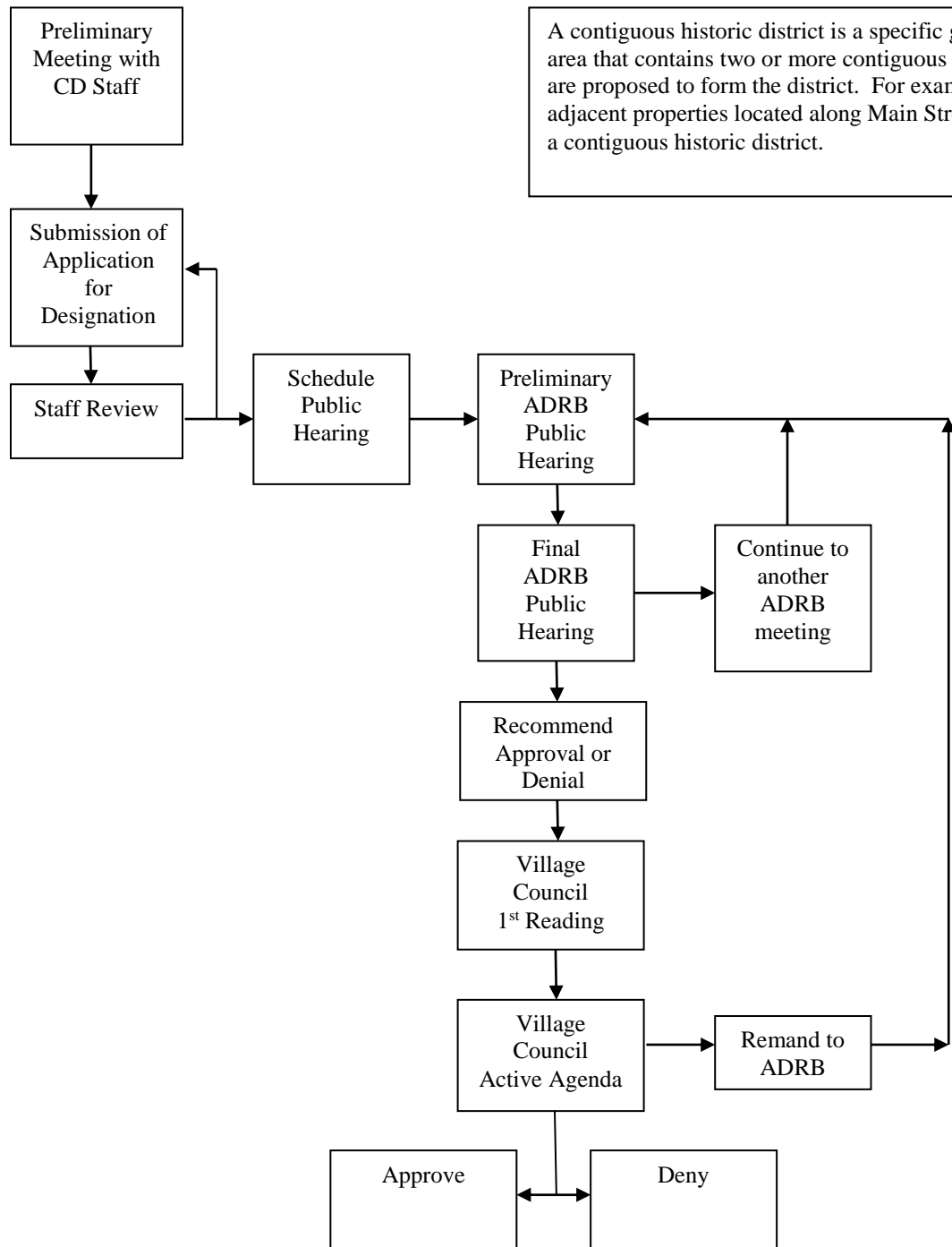


A thematic historic district is a district composed of two or more geographic areas that are separated from one another and are organized by context or property type. For example, a Queen Anne property located on Lyman Avenue, a Queen Anne property located on Prince Street and a Queen Anne property on Elm Street could constitute a thematic district.



Contiguous Historic District Designation Process Flowchart

A contiguous historic district is a specific geographic area that contains two or more contiguous properties that are proposed to form the district. For example, three adjacent properties located along Main Street could form a contiguous historic district.





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.

Village Council Meeting

The **Village of Downers Grove Village Council** meetings are held on the **First, Second and Third Tuesdays** of each month at **7:00 P.M** in the **Village Hall Council Chambers**, 801 Burlington Avenue, Downers Grove, IL 60515.





General Procedures for Public Hearing

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. Deliberation by the ADRB.
11. Clarifying or summary comments by each Board member (optional).
12. 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.



**HISTORIC DISTRICT
DESIGNATION 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. Type of Historic District: Contiguous Thematic

5. Number of Properties in Proposed District _____ Number of Consenting Owners _____

(Note: 51% of property owners of record within a proposed contiguous district must consent to the application.)

(Note: 100% of property owners of record within a proposed thematic district must consent to the application.)

6. Number of Significant Buildings in District _____

Number of Contributing Buildings in District _____

Number of Non-Contributing Buildings in District _____

7. Location of Proposed Contiguous District _____

8. Name of Proposed Historic District _____

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.



Historic District Designation Petitioner's Submittal Checklist

District Name: _____

Applicant: _____ Phone: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Architectural Design Review Board and/or Village Council 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 **at least six (6) weeks prior** to the anticipated public hearing with the petition and other required documents.

Attach the following for all Historic District designation petitions:

1. PETITION FOR HISTORIC DISTRICT DESIGNATION REVIEW

The Petition for Historic District Designation must be completed, including an original signature.

2. PROOF OF OWNERSHIP

A Letter of Authorization from one (1) Owner of Record within the proposed historic district 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. OWNER CONSENT FORM

A. Contiguous Historic District

The Owner Consent Form must be completed and signed by **51%** of the Owners of Record for Contiguous Historic District applications. Applications for a Contiguous Historic District designation **WILL NOT** be processed until at least 51% of owners of record have completed, signed and submitted the Owner Consent Form to the Village.

B. Thematic Historic District

The Owner Consent Form must be completed and signed by **100%** of the Owners of Record for Thematic Historic District applications. Applications for a Thematic Historic District designation **WILL NOT** be processed until 100% of the owners of record have completed, signed and submitted the Owner Consent Form to the Village.

4. CERTIFICATE OF ACKNOWLEDGEMENT

To ensure that the property owners within the proposed historic district understand the requirements of the Historic Preservation Ordinance and the location of the proposed historic district. All property owners

within the proposed historic district are encouraged to read this document and the Historic Preservation Ordinance. The Certificate of Acknowledgement states that the property owners within the proposed historic district are aware of the location of the proposed historic district and have received a copy of the Village's Historic Preservation ordinance. This Certificate must be completed and signed by **ALL** Owners of Record located within the proposed historic district.

5. LEGAL REGISTERED SURVEYOR'S PLAT OF SURVEY

A current plat of survey for each property within the proposed historic district shall be submitted. The plat of survey shall be 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.

6. 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 also include a description of the historically significant architectural features or historical significance of the proposed historic district. The narrative letter shall also address how the proposed designation meets the Historic District Criteria within the Historic Preservation Ordinance (Section 12.402).

7. PROPOSED HISTORIC DISTRICT MAP

A map outlining the location of the district shall be submitted. The map can be produced using the Village's Parcel Navigator map on-line (<http://vdg.maps.arcgis.com/home/index.html>) or similar on-line maps.

8. PHOTOGRAPHS

Photographs of each property within the proposed historic district shall be submitted. Each photograph shall be printed no smaller than 4" x 6". A photo key shall be provided which identifies the property in the photograph and where the picture was taken. A list of photographs shall be provided which lists the property address, photograph number, description (e.g. East elevation) and the date of the photograph.

9. LIST OF PROPERTIES (form attached)

A list of properties within the Historic District shall be provided. The list shall minimally contain the addresses of each of the properties within the district, owner names, Parcel Identification Numbers (PINs), whether the property is significant, contributing or non-contributing, and whether each owner has consented to the nomination.

10. 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 (Document #7 of this packet) must be completed and submitted with the complete application packet.

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



Historic District Designation Criteria

Section 12.402

To be designated a Historic District, the district must meet certain criteria. The criteria, shown in the Downers Grove Municipal Code Chapter 12 – Historic Preservation, Section 12.402 (Historic District Criteria) is shown below:

Section 12.402. Historic District Criteria.

The following criteria shall be utilized by the Board in determining the designation of landmarks:

- A. The following criteria shall be utilized by the Board in determining the designation of historic districts:
 - A. Not less than fifty-one percent (51%) of properties within the proposed historic district must be over fifty (50) years old; and
 - B. That one or more of the following conditions exists:
 - 1. The proposed historic district has a sense of cohesiveness expressed through a similarity or evolution of architectural style, time period, method of construction or use of indigenous materials that reflect a significant aspect of the architectural heritage of the Village;
 - 2. Some architectural or land use characteristics are prevalent within the proposed historic district in a manner which distinguishes it from the rest of the Village and which is relevant to the historical development of the Village;
 - 3. The proposed historic district establishes a sense of time and place unique to the Village of Downers Grove; or
 - 4. The proposed historic district is listed in the National Register of Historic Places.



Certification of Public Notice Information

(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