



**HISTORIC LANDMARK**  
**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**



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# Typical Historic Landmark 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 Historic Landmark 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 Landmark 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 date 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 the petitioner has all the required information.

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

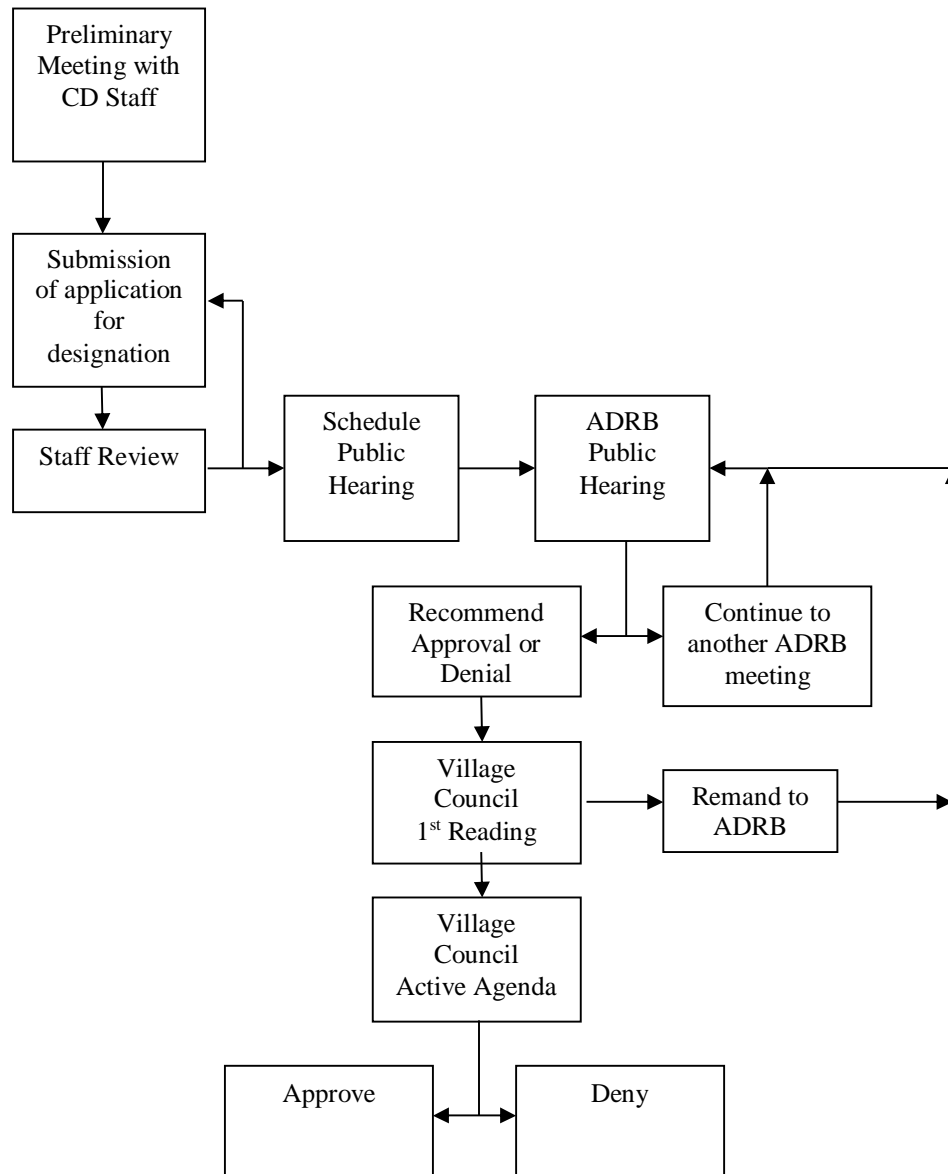
When issues from all departmental reviews are resolved, an Architectural Design Review Board hearing will be scheduled and noticed. The Village will notify the public in accordance with Section 28.12.010.F of the Municipal Code. The report of the Community Development Department will be available on the Village website on the Friday prior to the scheduled ADRB Meeting. The ADRB holds a Public Hearing at which the petitioner makes a formal presentation to the Board and answers any questions concerning the Historic Landmark designation petition (see General Procedures for Public Hearing). The ADRB will make a motion forwarding findings and a recommendation to the Village Council.

**4. Village Council Meeting**

Following the recommendation by the ADRB, the petition is 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 Landmark petition and is the only Village body that can legally do so.



# Typical Historic Landmark Designation 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.

## 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

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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.



**HISTORIC LANDMARK  
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. Owner Consent Required:

I, \_\_\_\_\_, hereby consent, as the owner of the property located at \_\_\_\_\_ (PIN # \_\_\_\_\_), that the Village of Downers Grove may designate my property as a Historic Landmark subject to the rules and regulations of the Downers Grove Historic Preservation Ordinance.

\_\_\_\_\_

Printed Name of Owner(s)	Signature of Owner(s)	Date
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4. 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)

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

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

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 Landmark Designation 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 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 Landmark designation petitions:**

### **1. PETITION FOR HISTORIC LANDMARK DESIGNATION REVIEW**

The Petition for Historic Landmark Review 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 designation meets the Landmark Designation Criteria within the Historic Preservation Ordinance (Section 12.302).

### **4. PHOTOGRAPHS**

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

### **5. HISTORIC LANDMARK INFORMATION FORM**

A form has been included in the back of this packet which identifies the key features of buildings. Applicants are encouraged to use this form to provide information on the subject property. The form provides a comprehensive list of physical building features that the Village and the ADRB need to assess the historic significance of the property.



## **6. CERTIFICATE OF ACKNOWLEDGEMENT**

To ensure that the property owner understands the requirements of the Historic Preservation Ordinance, all applicants are encouraged to read this document and the Historic Preservation Ordinance. The Certificate of Acknowledgement states that the property owners are aware of and understand the Village's Historic Preservation requirements. This Certificate must be completed and signed by **ALL** Owners of Record for Historic Landmark applications.

## **7. 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.

## **8. 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.***



# Landmark Designation Criteria

## Section 12.302

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To be designated a Historic Landmark, the property must meet certain criteria. The criteria, shown in the Downers Grove Municipal Code Chapter 12 – Historic Preservation, Section 12.302 (Landmark Designation Criteria) is shown below:

### **Section 12.302. Landmark Designation Criteria.**

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

- A. The proposed landmark is either over fifty (50) years old, in whole or in part *or* is under fifty (50) years of age and possesses exceptional importance such as might be recognized immediately for its reflection of an extraordinary political event or architectural innovation; *and*
- B. That one or more of the following conditions exist:
  - 1. The property is a significant value as part of the historic, heritage or cultural characteristics of the community, county, State or Nation;
  - 2. The property was owned or occupied by a person or persons of historic significance to the community, county, State or Nation;
  - 3. The property represents the distinguishing characteristics of an architectural period, style, type, method of construction or use of indigenous materials;
  - 4. The property represents notable work of a master builder, designer, architect or artist whose individual work has influenced the development of the community, county, State or Nation;
  - 5. An area that has yielded or may be likely to yield, information important in history or prehistory;
  - 6. A source of civic pride or identity for the community; or
  - 7. The property is included in the National Register of Historic Places.



# Historic Landmark Information Form

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**Property Address** \_\_\_\_\_

**Date of Construction** \_\_\_\_\_

**Architectural Style** \_\_\_\_\_

**Architect (if known)** \_\_\_\_\_

**Number of Stories** \_\_\_\_\_ **Basement (Y/N)** \_\_\_\_\_

**Foundation Materials (Concrete, Concrete Block, Wood, Stone, Brick, N/A)**

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**Exterior Wall Materials (Concrete, Wood, Stone, Brick, Vinyl, Other, N/A)**

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**Roof Type (Gabled, Cross-Gabled, Hipped, Hipped-Gable, Shed, Gambrel, Flat, Other, N/A)**

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**Roof Materials (Metal, Wood Shingle, Wood Shake, Composition, Slate, Tile, Other, N/A)**

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**Window Type (Double-Hung, Awning, Casement, Hopper, Other, N/A)**

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**Window Materials (Wood, Aluminum, Vinyl, Other, N/A)**

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**Door Type (Panel, Flush, Transom, N/A) and Materials (Wood, Metal, Glass, N/A)**

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**Other significant exterior architectural features (Accessory Structures, Arches, Porches, Towers, Brick Course, etc.)**

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# Certificate of Acknowledgement Form

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I, \_\_\_\_\_, attest, as the owner(s) of the property located at \_\_\_\_\_ (PIN # \_\_\_\_\_), that I have received a copy of the Historic Preservation Ordinance and understand its requirements. I understand that if my property is designated a Historic Landmark, the property will be recorded as such with the County Recorder. I understand that I, or any future owners of the property, will require a Certificate of Appropriateness in order to undertake any minor or major exterior modifications as listed under Section 12.502 of the Historic Preservation Ordinance.

Attest:

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
File Number (Village Use Only)



# 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