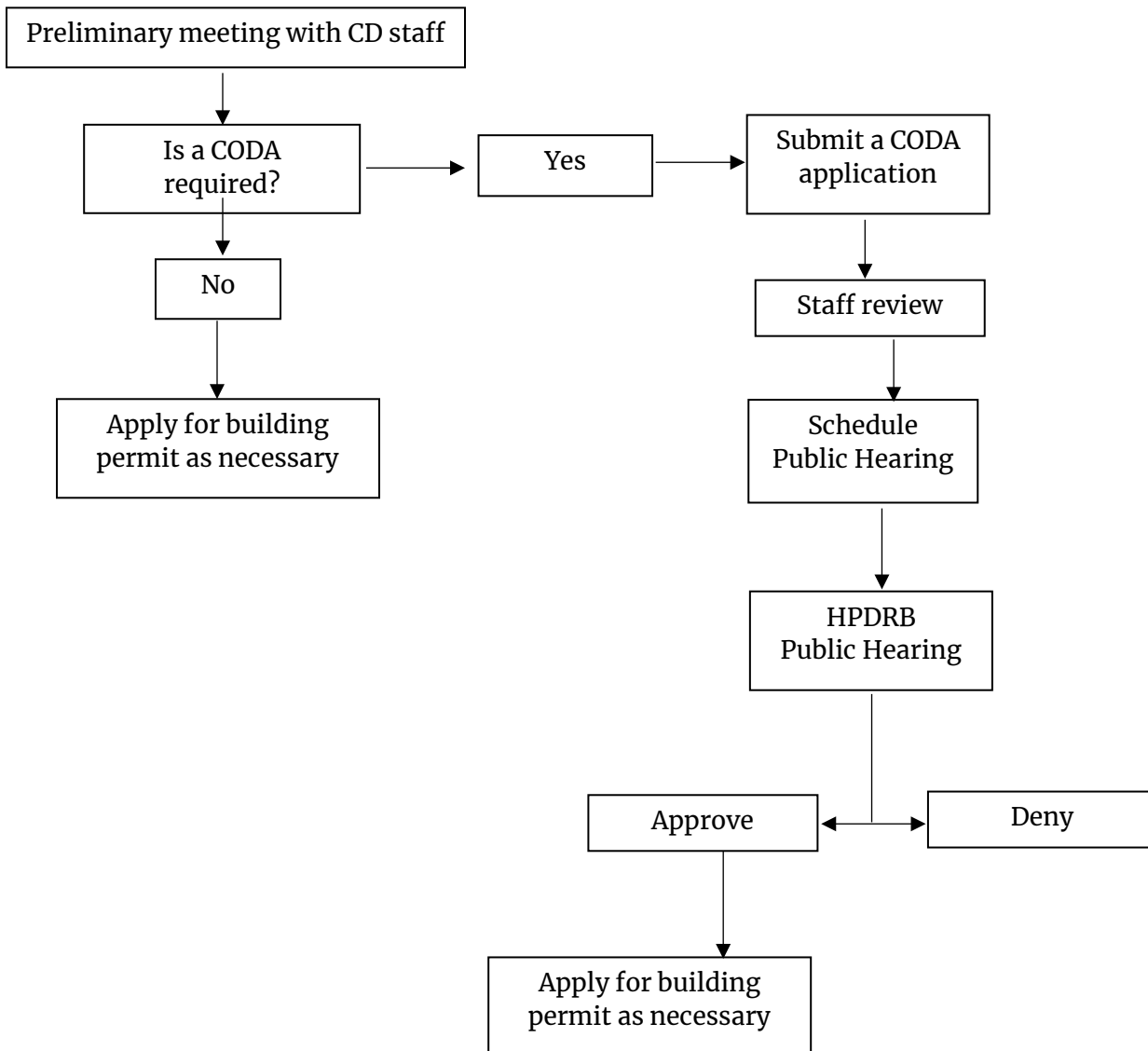




# Process – Certificate of Design Appropriateness

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 Design Appropriateness (CODA) review process. At this meeting the petitioner will receive preliminary feedback on their proposal and a preliminary determination if the project requires a CODA.
2. **Submittal for Public Hearing:** All applications for CODA review must be submitted digitally through the Village's portal. Materials shall be submitted approximately six weeks prior to the anticipated public hearing date. 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. **Historic Preservation and Design Review Board (HPDRB) Hearing:** When issues from all departmental reviews are resolved, a Historic Preservation and Design Review Board (HPDRB) 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 HPDRB Meeting. The HPDRB holds a Public Hearing at which the petitioner makes a formal presentation to the Board and answers any questions concerning the COA request. The HPDRB 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.

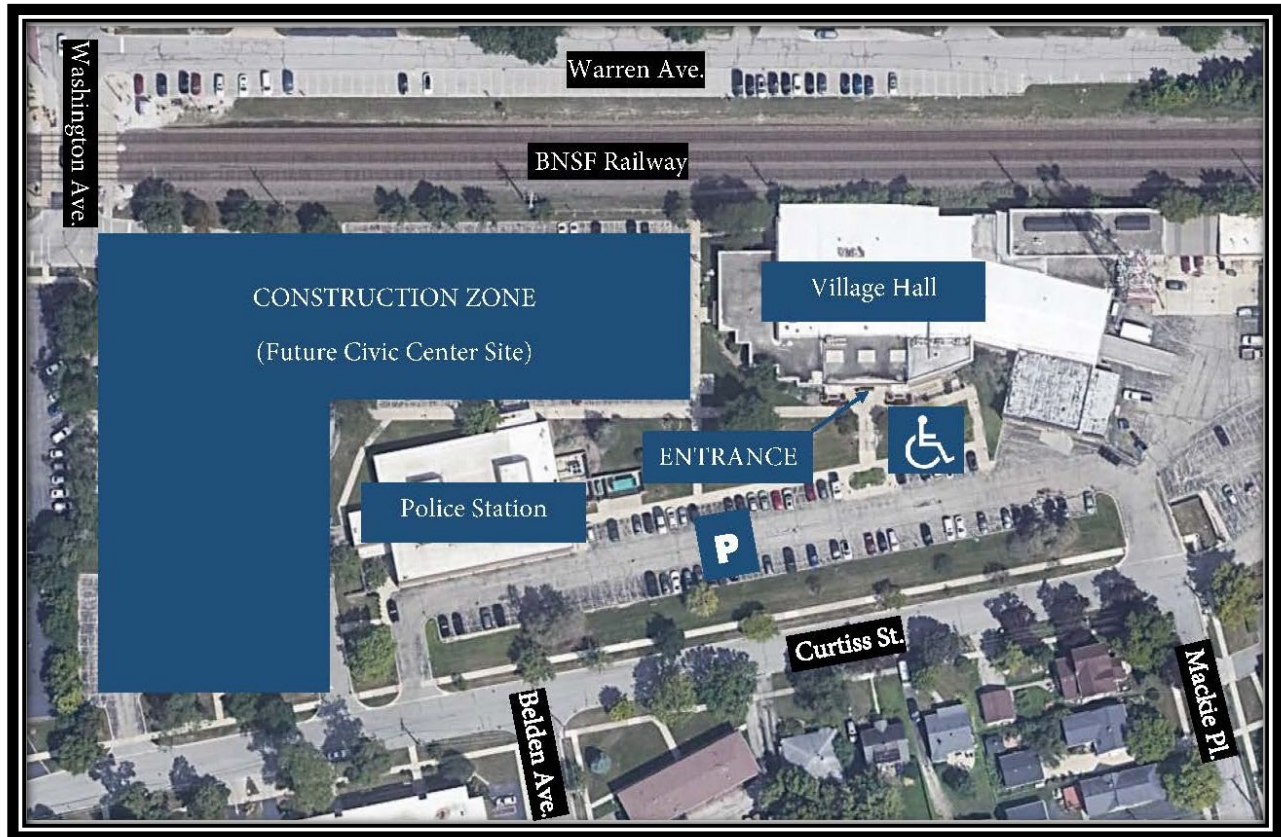
### Certificate of Design Appropriateness Process Flowchart



## Meeting Schedule

### Historic Preservation Design Review Board

The Village of Downers Grove Historic Preservation and 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 Hearings

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 Hearing Body (e.g. Historic Preservation and Design Review Board, Village Council, etc.) 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 Hearing Body may ask questions of the staff.
4. The petitioner will present testimony regarding their petition, after which the HPDRB 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 HPDRB 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 HPDRB deliberates.
11. Each Board member may offer clarifying or summary comments.
12. The HPDRB takes a roll call vote.

*Note: These general guidelines are provided to help those in attendance at HPDRB meetings 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.*



# Petitioner's Submittal Checklist: Certificate of Design Appropriateness

## Form #HP2

Project Title and Address: \_\_\_\_\_

### Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Historic Preservation and Design Review Board and/or Village Council may request additional information. All petitioners are urged to review the materials in this packet, Chapter 7 (Buildings), Chapter 12 (Historic Preservation) of the Village Municipal Code and the Village's Downtown Design Guidelines.

- Digital application uploaded through the Village's portal in PDF format.
- Applications and supporting documents 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 Design Appropriateness (CODA) petitions:

- 1. Application Fee - \$610
- 2. Petition for Certificate of Design Appropriateness (CODA) Review:  
The petition must be completed online through the Village's portal.
- 3. 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 #HP12) must be included if applicable.
- 4. Plan Sets  
Plans must be submitted electronically. 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 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 #020) must be completed and submitted with the complete application packet.

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



# Certification of Public Notice Information

Form #020

**Address of Project Site:** \_\_\_\_\_

I, \_\_\_\_\_, attest, as the petitioner or authorized representative of the petitioner and as part of a complete application for the Village to consider the 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 the [Municipal Code](#) (Section 28.12.010.F), including their respective mailing addresses and Property Index Numbers (PINs), 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



# Land Trust Disclosure

Form #HP12

**Address of Project Site:** \_\_\_\_\_

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Trustee/Beneficiary

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