



Process – Historic District Designation

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 Landmark review must be submitted through the Village’s online portal. 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. **Historic Preservation and Design Review Board (HPDRB) Hearing:** When issues from all departmental reviews are resolved, a Historic Preservation and 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 HPDRB meeting.

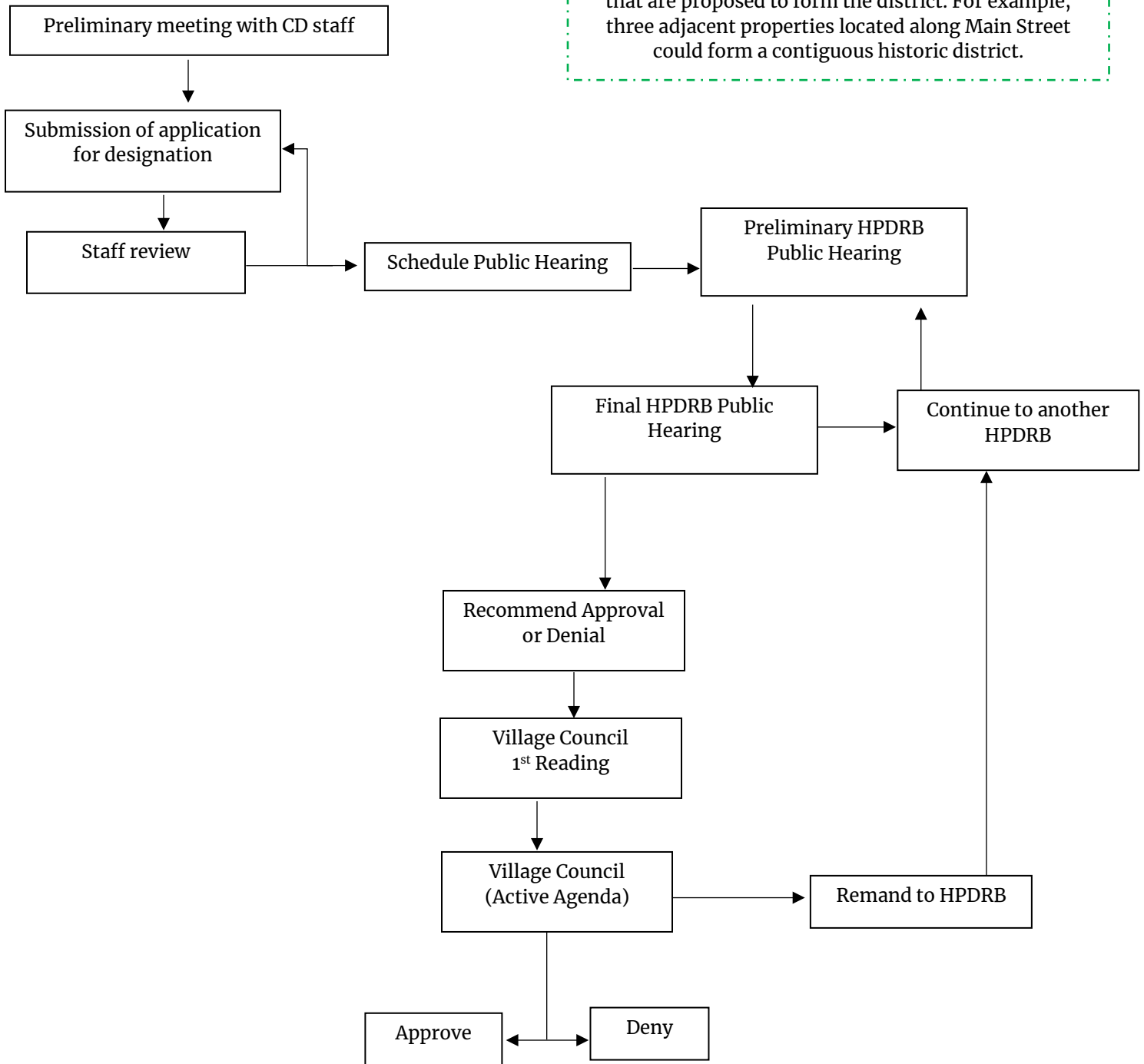
Contiguous Historic District Applications: For contiguous historic district applications, the HPDRB will hold a preliminary public hearing. At the public hearing, the petitioner makes a formal presentation to the Board and answers any questions concerning the proposal (see General Procedures for Public Hearing). The HPDRB 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 HPDRB 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 HPDRB may make a motion forwarding findings and a recommendation to the Village Council.

Thematic Historic District Applications: The HPDRB 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 HPDRB may make a motion forwarding findings and a recommendation to the Village Council.

4. **Village Council Meeting:** Following the recommendation by the HPDRB, the petition is scheduled for a first reading at a Village Council Meeting (typically three to five weeks after the HPDRB 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 HPDRB hearing. At the first reading, staff presents an overview of the project and the HPDRB’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.

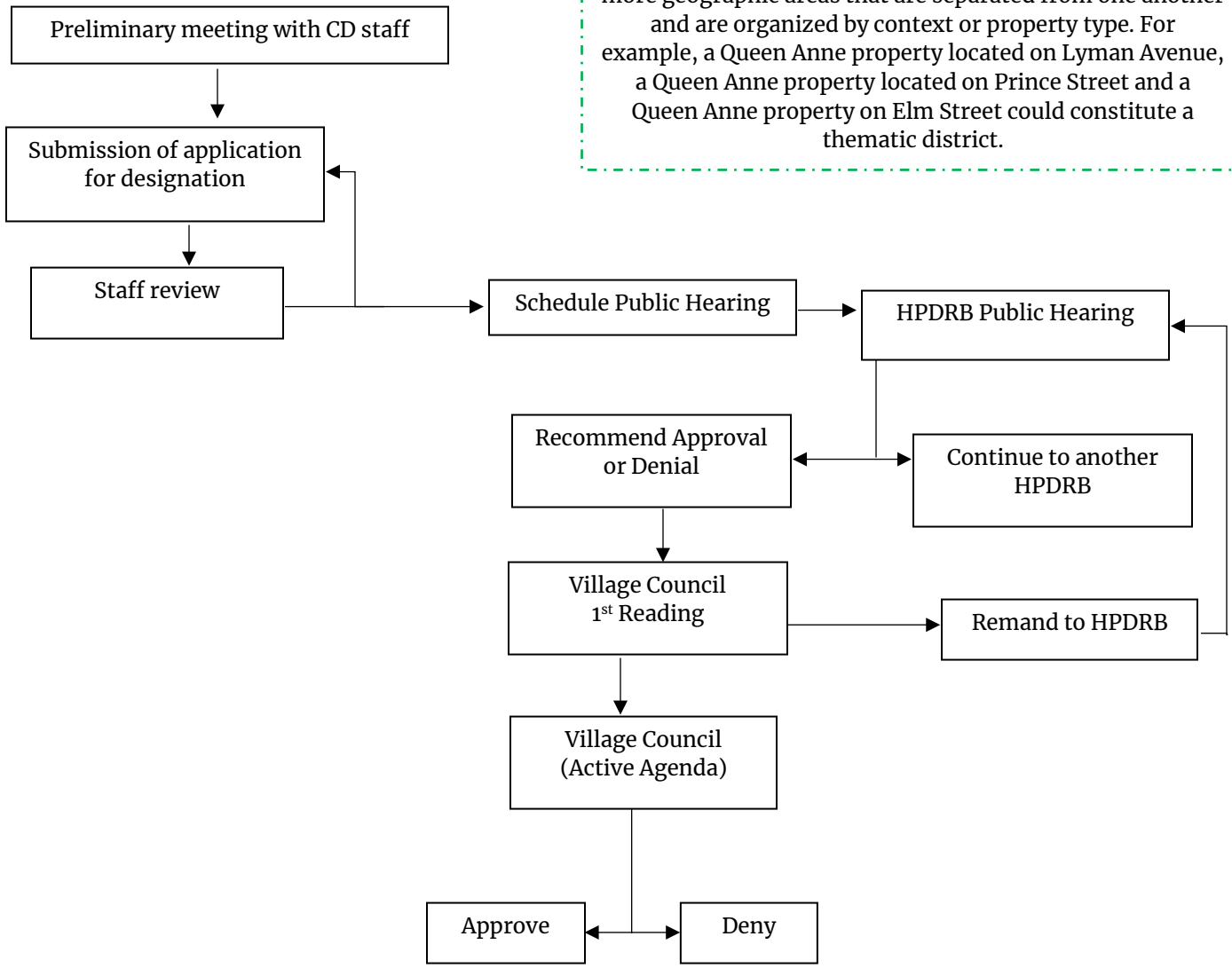
Contiguous Historic District Designation Process Flowchart

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.



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.



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.

Village Council

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 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:

Historic District Designation

Form #HP3

Proposed District: _____

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 and chapters 12 (Historic Preservation) and 28 (Zoning) of the municipal code.

- Digital application and supporting documents 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 Historic District designation petitions:

- 1. Petition for Historic District designation review
This is the online application completed through the Village's portal.
- 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 (Form #HP12) must be included, if applicable.
- 3. Owner Consent Form
Contiguous Historic District: The OWNER CONSENT FORM (Form #001) 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.

Thematic Historic District: The OWNER CONSENT FORM (Form #001) 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 #HP13)**
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 #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.



Proposed Historic District - List of Properties

Form #HP14

Proposed District: _____

Property Address	Owner(s) Name	PIN	Contributing/ Non-Contributing	Owner Consent (Y/N)



Proposed Historic District - Certificate of Acknowledgement

Form #HP15

Proposed District: _____

As an owner of a property located within the proposed Historic District named above, I acknowledge that I have received a copy of the Historic Preservation Ordinance and understand its requirements. I have also received a copy of a map identifying the location of the proposed Historic District. I understand that if the Historic District is designated, it will be recorded as such with the County Recorder. I understand any minor or major exterior modifications listed under Section 12.502 of the Historic Preservation Ordinance that I or future owners of the property undertake will require a Certificate of Appropriateness.

Property Address	Printed Name of Owner	Signature of Owner



Proposed Historic District - Owner Consent

Form #HP16

Proposed District: _____

As an owner of a property located within the proposed Historic District named above, I hereby consent that the Village of Downers Grove may designate my property as part of the Historic District subject to the rules and regulations of the Downers Grove Historic Preservation Ordinance. Further, I hereby authorize _____ to act as the petitioner and primary point of contact for the Village regarding this historic district application.

Property Address	Printed Name of Owner	Signature of Owner



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



Form #HP12

Land Trust Disclosure

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