

<b>COA</b>	<b>VILLAGE OF WINNETKA, ILLINOIS</b> <b>DEPARTMENT OF COMMUNITY DEVELOPMENT</b>  <b>APPLICATION FOR</b> <b>CERTIFICATE OF APPROPRIATENESS</b>
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In accordance with the Winnetka Village Code [Section 15.40.010] a Certificate of Appropriateness of Design is required when work to be performed affects or involves an external architectural feature of a building, structure or site, whether or not such work requires a building permit.

A Certificate of Appropriateness is not required for single family residences, but is required for any exterior building alterations, site alterations, or additions to multiple family residences, institutional uses, and commercial buildings.

External architectural features include any building or site element(s) that affect the architectural style, or the general arrangement and appearance of the exterior of a building, other structures or a site. Such elements include, but are not limited to, the characteristics, colors, finishes, and placement of windows doors, lighting components and other appurtenant features of a building; the species, placement and overall arrangement of plant materials; the location of appurtenant site elements such as parking and service areas and the necessity of screening; the location, appearance, finish, and design of building and site lighting.

Evaluation by the Design Review Board is based upon Design Guidelines adopted by the Design Review Board. A copy of the Design Guidelines can be requested by contacting the Community Development Department Secretary at (847) 716-3527. Design Guidelines are also viewable online at [www.villageofwinnetka.org](http://www.villageofwinnetka.org)

**COMPLETE AND ATTACH APPLICATION (PAGE 3), TOGETHER WITH THE FOLLOWING ADDITIONAL DOCUMENTS:**

- Application fee**

<b>Alteration to existing buildings</b>	<b>\$125.00</b>
<b>Building additions, new construction</b>	<b>\$450.00</b>
- Current color photographs of building and site subject to alterations**
- Ten (10) copies of plans, renderings, elevations and material specifications (see “Submittal Requirements” on Page 2)**
- One (1) material sample board, to consist of actual material samples, color chips, and/or color catalog cut sheets, as may be appropriate to the scope of project;**

Awnings – additional application required

New awnings and modifications to existing awnings are subject to approval by the Design Review Board. A separate awning permit application must be submitted if work includes new or modified awnings.

Signs – additional application required

Any permanent sign (to be displayed more than 30 days) and any temporary sign larger than eight (8) square feet is subject to approval by the Design Review Board. A separate sign permit application must be submitted if work includes new or modified signs.

**S U B M I T T A L   R E Q U I R E M E N T S**  
**A L T E R A T I O N S   T O   E X I S T I N G   B U I L D I N G S**  
**O R**  
**N E W   B U I L D I N G S**

Maintaining the character of the Village is of prime importance to the Design Review Board and the Village residents. Therefore it is required that each submission to the DRB demonstrate sensitivity to context by providing the necessary street elevation(s) and cross sections along with current photos of the adjacent buildings within a 50 foot distance on each side of the proposed building and the elevations of the existing buildings located across the street.

In order to retain the Village character, it is required that the dominant architectural forms, materials and style be incorporated into the proposed building/development. Building materials and finishes shall be called out and specified in as full detail as is possible.

Items which should be submitted will vary depending on the scale of a project. Therefore, it is recommended that a pre-application conference be scheduled with Village staff to determine what may be necessary for an application. Please call Brian Norkus, Assistant Director of Community Development at (847) 716-3522 to discuss submittal requirements or to make an appointment.

Examples of submittals include, but are not limited to:

Site Work

- Architectural site plan, detailing proposed location of buildings and other site improvements, parking and internal circulation;
- Detailed landscape plan, indicating character and arrangement of plant materials, hardscapes and site circulation pattern;
- Open space features;
- Plant schedule with size and species and quantities indicated;
- Detailed plans for compliance with parking area internal and perimeter screening requirements;
- Public streetscape plan, indicating all existing trees and improvements, plus any modifications, to streetscape hardscapes or plant materials;
- Preliminary grading plan if any changes are contemplated;
- Site lighting plan

Neighborhood / adjacent building context

- Photos of adjacent buildings within a 50 foot distance of each side of the propose building in all directions including across street(s);
- Elevation drawings of proposed building(s) in context of adjacent buildings, with adjacent buildings shown at proper scale and appropriate level of detail.

(Continued next page)

(Submittal requirements, continued from previous page)

Architectural elevations and plans

- Detailed conceptual building elevations, axiometrics, roof plan and other details which visualize building scale, massing, and level of detail.
- Specific call-outs of all exterior building materials.
- Windows and doors fully detailed in dimensions, materials, and glazing patterns
- Ancillary building details, including lighting, signage
- Where existing buildings are being modified, plans should show existing and proposed details.
- Exterior millwork details
- Any other exterior details or elements of design

Manufacturer cut sheets and / or product samples

- Roof materials
- Wall materials
- Window / door products
- Light fixtures

**It is highly recommended that an application be accompanied by a statement from the appropriate design professional describing project's design approach and means used to satisfy the general requirements and specific elements of the Design Guidelines**

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS

PROJECT ADDRESS \_\_\_\_\_

NAME OF BUSINESS(ES) \_\_\_\_\_

REAL ESTATE INDEX NUMBER			
05			

Application is hereby made for the following work (please check all that apply):

<input type="checkbox"/> Sign	Sign permit application attached?	<input type="checkbox"/>
<input type="checkbox"/> Awning	Awning permit application attached?	<input type="checkbox"/>
<input type="checkbox"/> Other (general description)	_____	

Please provide a detailed description of the proposed work (attached separate sheets, material specifications, photographs, etc.) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby certify that as \_\_\_\_\_ (Lessee/Owner) of the property at \_\_\_\_\_ (address) I am/we are authorized to submit plans for alteration of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board, as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED \_\_\_\_\_

PRINT NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
COA applied for (date) _____
COA Case Number _____
COA issued (date) _____

PRIMARY DESIGN FIRM	_____
CONTACT NAME	_____
ADDRESS	_____
	_____
PHONE NUMBER	_____
FAX NUMBER	_____

Applicants and/or their representatives are required to attend the Design Review Board meeting in order to address issues raised by Board members. The Design Review Board meets on the third Thursday of each month. Please refer to the following schedule of meetings and submittal deadlines:

**Meeting Date**

**Submittal Deadline (3 weeks prior)**

January 15, 2015  
February 19, 2015  
March 19, 2015  
April 16, 2015  
May 21, 2015  
June 18, 2015  
July 16, 2015  
August 20, 2015  
September 17, 2015  
October 15, 2015  
November 19, 2015  
December 17, 2015

December 24, 2014  
January 29, 2015  
February 26, 2015  
March 26, 2015  
April 30, 2015  
May 28, 2015  
June 25, 2015  
July 30, 2015  
August 27, 2015  
September 24, 2015  
October 29, 2015  
November 26, 2015

January 21, 2016  
February 18, 2016  
March 17, 2016  
April 21, 2016  
May 19, 2016  
June 16, 2016  
July 21, 2016  
August 18, 2016  
September 15, 2016  
October 20, 2016  
November 17, 2016  
December 15, 2016

December 31, 2015  
January 28, 2016  
February 25, 2016  
March 31, 2016  
April 28, 2016  
May 26, 2016  
June 30, 2016  
July 28, 2016  
August 25, 2016  
September 29, 2016  
October 27, 2016  
November 24, 2016