

**AWN****V I L L A G E O F W I N N E T K A , I L L I N O I S****DEPARTMENT OF COMMUNITY DEVELOPMENT****AWNING PERMIT APPLICATION*****Important note regarding Awning Code changes***

Effective March 4, 2003, awning regulations were modified to permit rigid, non-retractable awnings to project over public property. In conjunction with the change to allow rigid awnings, the awning regulations were modified to increase the required clearance between the sidewalk and the bottom of the awning to eight feet. All new awnings, whether retractable or rigid must comply with the required 8 foot clearance between the sidewalk and bottom of the awning fabric. Existing awnings which are less than 8 feet above the sidewalk, but not less than 7 feet above the sidewalk may have their existing framework recovered with new fabric and will not be required to increase their height. Awnings which require any portion of their framework altered or replaced must be modified to comply with the current 8 foot clearance requirement.

***Process for approval of awnings***

All new and modified awnings subject to issuance of a permit prior to commencement of work. Permits are issued following approval by the Winnetka Design Review Board. The Design Review Board meets on the third Thursday of each month, and the deadline for application is included in the attached meeting calendar. 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 evaluates awning permit applications for consistency with the *Village of Winnetka Design Guidelines*. A copy of the complete 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)

Upon approval by the Design Review Board, you will be contacted within 1-2 business days to pick up your permit. You may inquire about the status of your permit by calling the Community Development Department at (847) 716-3527.

***Coordination with other building alterations***

Signs - If other signs such as window or wall signs are proposed, such as when a new tenant is to occupy a space, please submit a separate Sign Permit Application, together with a consolidated sign and awning plan showing both awning and sign details. The specific requirements for awning plan details are noted below.

Other building alterations - Where awnings are proposed together with other building alterations such as changing paint color or façade materials or other exterior building alterations, plans and specifications detailing such changes shall be submitted together with an application for Certificate of Appropriateness

To expedite the design review process, please submit awning, sign and other alteration plans at the same time.

***Design Objectives for commercial awnings, as excerpted from Design Guidelines:***

- ❑ Awnings on buildings with multiple storefronts shall be uniform in size, shape and color in order to unify the storefronts.
- ❑ All awnings located on the same building must be the same color. Awnings should complement and enhance the building, the image of the user, and the district as a whole; colors are restricted to earthtones and primary and secondary colors.
- ❑ Awnings shall be placed at a minimum height of eight (8) feet above the sidewalk.
- ❑ Awning projection is preferred at 36 inches, but will be considered at a projection ranging from 24 to 36 inches. Projection should match that of existing adjacent awnings.
- ❑ The length of each awning is restricted to the width of the storefront opening. Awnings should not continue over masonry piers.
- ❑ Awnings forms shall conform to the general shape of the storefront opening; arched openings shall receive ½ round domed awnings, whereas rectangular openings shall receive rectangular, gently sloping planar forms with closed ends.
- ❑ Awnings should not obscure or damage important architectural building details.
- ❑ Awning scale and proportions are to be appropriate for the building on which they are mounted, as well as the adjacent structures. Vertical and horizontal dimensions of the awning shall be proportional to the projection of the awning from the face of the building.
- ❑ Awning signs are intended for tenant identification purposes, and as such are strictly limited to the name of the occupant business and the occupant's logo or trademark, and street address number.
- ❑ Awning signs and logos may be placed on the front valence only, and shall not exceed six (6) inches in height. Lettering and logos may be silkscreen, painted, cutout lettering heat color-transfer, pressure sensitive vinyl films or sewn applique signs.
- ❑ Backlit awnings are not permitted.
- ❑ Awnings should be taut, not relaxed. Awnings may be constructed of canvas or canvas like material, including matte finish painted army duck, vinyl-coated cotton, acrylic or vinyl-coated polyester or solution-dyed acrylic.

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



**Required submittals:**

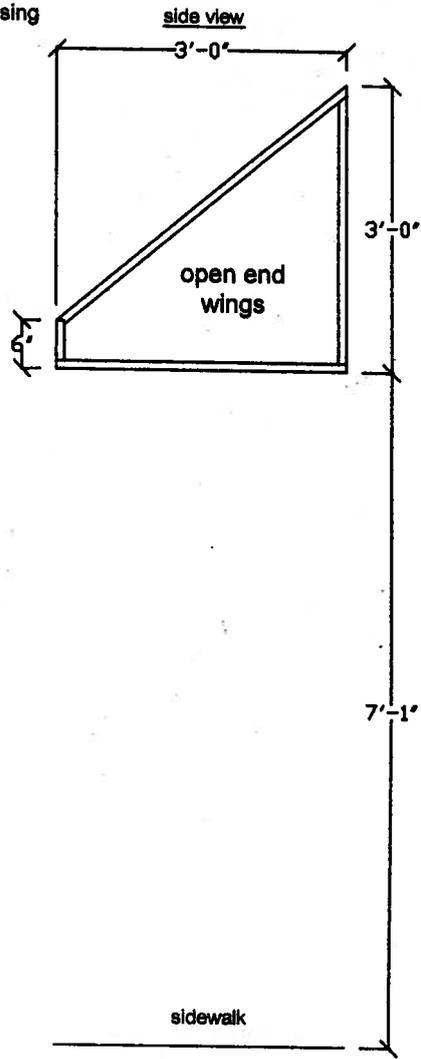
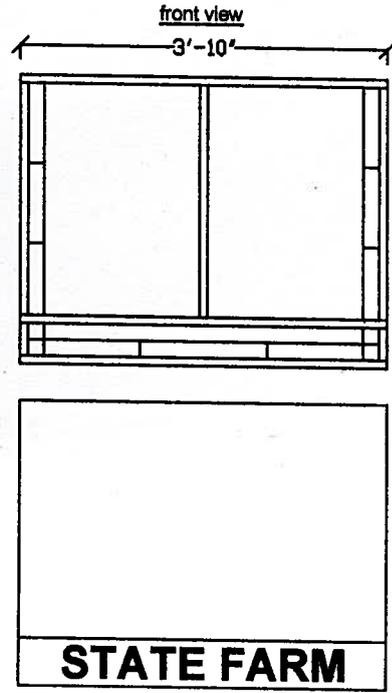
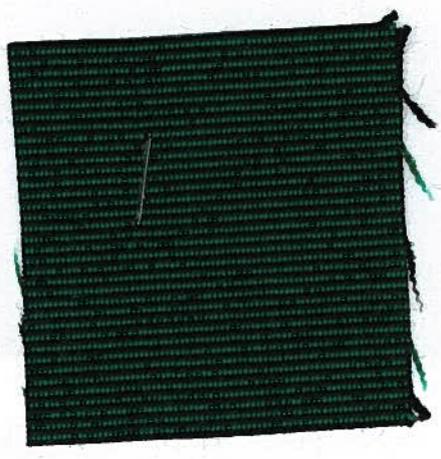
- Completed application form
- \$55 Review fee (one-time permit fee of \$70 per awning is assessed at time of permit issuance)
- Scaled elevation drawings including all of the following elements
  - Dimensioned elevation above sidewalk (minimum 8 feet for new awnings and modified framework, 7 feet allowed only for recovering of existing framework);
  - Dimensioned width, height and projection of awning from storefront;
  - Accurate representation of each awning's placement within storefront opening, showing storefront details (window/door openings, brick masonry storefront piers, sign bands, transom windows, etc.)
- Photos of each storefront opening, clearly showing building details.
- Material sample(s), with manufacturer and color specification

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Traditional style stationary awning with open end wings and a stationary valance manufactured complete and installed over the east face front entrance door. Frame made of 1" sq. and 3/4" rd. welded galvanized steel tubing with welds ground, primed and painted silver. Awning mounted in doorway with #14 lag screws. Fabric attached by the lace-on method, using Sunbrella material #4605, hemlock tweed.

- Lettering in 4" white letters on valance area AS SHOWN BELOW.

State Farm Insurance  
 ATTN: Mr. Bob Wells  
 18 Greenbay Rd.  
 Winnetka, IL. 60093  
 scale: 1/4" = 1'-0"  
 May 27, 2008  
 rev: June 19, 2008



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**e. Awnings and Banners**

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



*Figure 42*

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

**Forms:** Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

**Mounting:** Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

**Materials:** The awning material should be taut, not relaxed. Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic. All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. Awning signs and logos are limited to a height of six inches, and may be placed on the valence only.

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.