

MBSB



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

**HISTORIC AND ARCHITECTURALLY SIGNIFICANT
MAXIMUM BUILDING SIZE BONUS APPLICATION**

Applications for the maximum building size bonus for historic or architecturally significant homes are subject to review by the Historic Preservation Commission (HPC) and shall be accompanied by the attached completed application and all required supporting documentation. **Incomplete applications will not be processed.**

Applicants are required to attend the HPC meeting to address issues raised by Commissioners. The HPC generally meets on the first Monday of each month at 7:00pm. Please refer to the following schedule of meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 5, 2026	December 8, 2025
February 2, 2026	January 5, 2026
March 2, 2026	February 2, 2026
April 6, 2026	March 9, 2026
May 4, 2026	April 6, 2026
June 1, 2026	May 4, 2026
July 6, 2026	June 8, 2026
August 3, 2026	July 6, 2026
September 7, 2026	August 10, 2026
October 5, 2026	September 7, 2026
November 2, 2026	October 5, 2026
December 7, 2026	November 9, 2026

If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.org.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to cmarx@winnetka.org.)

- Complete application form (attached).
- Application Fee - \$300.00. (\$1,500.00 escrow may be required.)
- Current legible plat of survey prepared and sealed by a surveyor licensed by the State of Illinois. The survey shall include the legal description of the property and shall accurately depict lot boundaries, lot area, and current improvements.
- Preliminary property history study prepared by the Community Development staff and the Winnetka Historical Society (See separate application form for preparation of that document (also attached)).
- A Historic and Architectural Impact Study that complies with the requirements of Section 15.52.050 of the Village Code.
- Deed proving ownership (if property is owned by a trust or LLC, additional documentation must be provided, consistent with requirements in Section 15.52.020 of the Village Code).
- If applicant is contract purchaser, attach executed copy of purchase agreement

Important Notes Regarding Historic and Architecturally Significant Maximum Building Size Bonus Process

1. Once the Historic Preservation Commission determines a home to be historic or architecturally significant and thus qualifies for the 20 percent maximum building size bonus, the findings and notice of applicability of the regulations pertaining to the maximum building size bonus shall be recorded against the property at the Cook County Clerk's Recordings Division.
2. The property owner may then apply for a building permit taking advantage of the bonus. All exterior alterations and additions must not alter the nature of the Critical Exterior Historical or Architectural Features as defined by the Code. The Director of Community Development shall determine if the exterior alterations and additions do not destroy the nature of the Critical Historical or Architectural Features. The Director's determination may be appealed to the Village Council.
3. A property with a house previously designated a **landmark** by the Village automatically qualifies for a one-time, maximum building size bonus of 20 percent, provided that the landmark has not been altered in a manner that the Historic Preservation Commission determined was inappropriate. Exterior alterations and additions to a landmark require review and approval by the Historic Preservation Commission.

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

**HISTORIC AND ARCHITECTURALLY SIGNIFICANT
MAXIMUM BUILDING SIZE BONUS APPLICATION**

Permit No. _____

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Date owner acquired property: _____

Applicant Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant's relationship to current property owner: _____

(As previously noted, if contract purchaser, attach copy of executed purchase agreement)

SEE NEXT PAGE FOR APPLICATION SIGNATURE PAGE

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Winnetka that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) have carefully read this application, the applicable sections of the Winnetka Municipal Code and fully understand the applicable terms and provisions.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I (We), in accordance with the requirements of the Annual Fee Resolution and the Winnetka Village Code agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

PPHS



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

PRELIMINARY PROPERTY HISTORY STUDY
PREPARATION REQUEST

One of the submittal requirements for a Historic and Architecturally Significant Maximum Building Size Bonus Application (see separate application form) is a Preliminary Property History Study prepared by the Village of Winnetka Community Development Department and the Winnetka Historical Society. **A Historic and Architecturally Significant Building Size Bonus Application will not be accepted without a completed Preliminary Property History Study.**

This request form shall also be accompanied with payment for the \$550.00 application fee.

If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.org.

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Date owner acquired property: _____

Applicant Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant's relationship to current property owner: _____

(If contract purchaser, attach copy of executed purchase agreement)

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2. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
3. I (We), in accordance with the requirements of the Annual Fee Resolution and the Winnetka Village Code agree to pay all application fees associated with the processing of this request.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**