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VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION

REQUIRED MATERIALS FOR SUBMISSION

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

- Complete application form (attached);
- Written application materials. Description of project. Narrative shall provide evidence that the proposed special use will conform to the six (6) standards for granting a Special Use Permit (attached);
- Deed proving ownership. (Note: Applications involving property held by a land trust must be signed by the trust officer of the institution holding the trust. The names and addresses of beneficial owners and a certified copy of the trust agreement must also be provided).
- Zoning calculations. Lot coverage and gross floor area calculation worksheets, if work includes modifying amount of impermeable surface area or building area (attached);
- Traffic study and/or parking study. A traffic study may be required if a proposed use is anticipated to generate levels of traffic that will impact the flow of traffic on surrounding streets or intersections (traffic study guidelines are attached). The traffic study requirement may be waived by the Village Engineer for certain applications where it can be demonstrated that the use will generate minimum traffic impacts. A parking study is generally required to evaluate the availability of parking to serve the proposed use and to evaluate the impact the proposed use may have on availability of parking in the vicinity. (Example parking study is attached.)
- Plat of survey. The plat must be accurate and prepared by an Illinois licensed land surveyor. The plat shall not be more than five (5) years old and must show the lot area, legal description, and all current improvements on the property.
- Project plans. Provide one full size set (to scale) showing the following minimum details:
 - Existing and proposed floor plans showing all levels of the structure being altered, highlighting proposed changes.
 - Exterior Elevations – Provide dimensions, including height from grade. Highlight proposed changes.
 - Site plan – Show and dimension all proposed additions and/or new structures and dimension all distances between the proposed additions and/or structures and the property lines.
 - Other – It may be appropriate to include perspective renderings, site photos, landscape plans or other details depending on the nature of the project.
 - Certificate of Appropriateness – to be reviewed by the Design Review Board.
- Application fee: \$935.00

Summary of process

The Village Planner reviews and processes the application materials. A legal notice is prepared by the Village, published in a local newspaper, and sent to surrounding property owners within 250 feet of the subject property. A public notice sign is also posted on site. The application materials are concurrently distributed to the Village Engineer as well as the Fire and Water & Electric Departments for comment. Application materials and department comments are transmitted in a staff report to the Plan Commission, Zoning Board of Appeals and Design Review Board, which act in advisory capacities to the Village Council.

Meeting notes

Applicants and/or their representative are required to attend the Plan Commission, Zoning Board of Appeals, and Design Review Board meetings in order to present their request and address issues raised by Commission and

Board members. All special use permits require final approval by the Village Council. Please refer to the following schedules of meetings and submittal deadlines:

ZONING BOARD OF APPEALS	
MEETING DATE	SUBMITTAL DEADLINE
January 13, 2020	December 11, 2019
February 10, 2020	January 8, 2020
March 9, 2020	February 5, 2020
April 13, 2020	March 11, 2020
May 11, 2020	April 8, 2020
June 8, 2020	May 6, 2020
July 13, 2020	June 10, 2020
August 10, 2020	July 8, 2020
September 14, 2020	August 12, 2020
October 12, 2020	September 9, 2020
November 9, 2020	October 7, 2020
December 14, 2020	November 10, 2020

PLAN COMMISSION	
MEETING DATE	SUBMITTAL DEADLINE
January 22, 2020	December 18, 2019
February 26, 2020	January 22, 2020
March 25, 2020	February 19, 2020
April 22, 2020	March 18, 2020
May 27, 2020	April 22, 2020
June 24, 2020	May 20, 2020
July 22, 2020	June 17, 2020
August 26, 2020	July 22, 2020
September 23, 2020	August 19, 2020
October 28, 2020	September 23, 2020
November 18, 2020*	October 14, 2020
December 16, 2020*	November 11, 2020

DESIGN REVIEW BOARD	
MEETING DATE	SUBMITTAL DEADLINE
January 16, 2020	December 27, 2019
February 20, 2020	January 30, 2020
March 19, 2020	February 27, 2020
April 16, 2020	March 26, 2020
May 21, 2020	April 30, 2020
June 18, 2020	May 28, 2020
July 16, 2020	June 25, 2020
August 20, 2020	July 30, 2020
September 17, 2020	August 27, 2020
October 15, 2020	September 25, 2020
November 19, 2020	October 29, 2020
December 17, 2020	November 25, 2020

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION

Case No. _____

Property Information

Site Address: _____

Applicant Information

Name: _____

Primary Contact: _____

Address: _____

City, State, ZIP: _____

Phone No. _____

Email: _____

Architect Information

Name: _____

Primary Contact: _____

Address: _____

City, State, ZIP: _____

Phone No. _____

Email: _____

Owner Information

Name: _____

Primary Contact: _____

Address: _____

City, State, ZIP: _____

Phone No. _____

Email: _____

Attorney Information

Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

Printed Name of Owner: _____

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

SPECIAL USE PERMIT STANDARDS

Explain in detail how the proposed special use meets the following standards. Under the terms of the Zoning Ordinance, no Special Use Permit shall be granted unless it is found:

1. That the establishment, maintenance, and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided; and
6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes.

TRAFFIC IMPACT ANALYSIS GUIDELINES

Steve Saunders, Director
Department of Public Works
(847) 716-3534

The following items have been established as elements to be included in all required traffic impact studies:

I. Study Framework

- A. Study area. The study area should include all portions of the roadway network that may be significantly affected by the proposed project.
- B. Project description. Two key elements of the project description are
 - 1) the type and intensity of the proposed land use and
 - 2) parking and the location of driveways in relation to the existing road network.
- C. Data needs. The following items are generally needed to perform an adequate study:
 - 1) peak hour & daily volume traffic counts including intersection turning movement counts;
 - 2) plans showing existing roadway facilities with street lanes and intersection geometry in addition to impacted parking, driveways, bikeways, and sidewalks;
 - 3) traffic signal phasing and timing;
 - 4) accident records at intersections and key road segments (contact the Police Department Records Division at 501-6034 for accident data); and
 - 5) Transit service and degree of utilization.
- D. Traffic forecast assumptions. Forecasts of future traffic based on trip generation and trip distribution. For trip generation it is generally necessary to calculate the number of trips on a daily and peak hour bases along with the inbound/outbound split.

II. Impact Analysis

- A. Roadway operations. Projected volumes at signalized and unsignalized intersections should be analyzed. Impacts to service levels (LOS) on main roadways should also be determined. In addition, the adequacy of storage space for turning vehicles at intersections should be analyzed. Analysis should also consider signal phasing and cycle length as well as vehicular volumes.
- B. Site access and on-site circulation. In addition to off site LOS impacts, analysis should determine adequacy of internal circulation and driveways. Adequate access for service vehicles should be determined.
- C. Parking. Impacts to on-street parking should be determined. On site parking should be compared with projected parking demand.
- D. Safety. Locations having excess accident rates should be given special attention. Measures capable of reducing hazards should be identified if possible. Sight distance analysis should be conducted on new driveways or intersections.
- E. Neighborhood Impacts. Livability of residential streets can be severely degraded by traffic volume well before the physical capacity of the street is reached. If the project is to add significant volume to residential streets, analysis should quantify such volumes and contain strategies to minimize the intrusion of traffic onto neighborhood streets.

III. Mitigation Measures

- A. Goals of mitigation. The object of mitigation is to maintain existing traffic service levels as deemed acceptable in the project area.
- B. Mitigation strategies. Identify transportation system improvements to meet mitigation goals. Strategies should be determined for all significantly impacted locations. Once improvements are identified, the feasibility for construction should be discussed including estimates on right-of-way needs and cost.

If a traffic impact study involves the state or county roadway jurisdictions, that roadway agency should be contacted at the following number for additional requirements or information:

IDOT - Highway Permits Section - (847) 705-4131

Cook County Highway Department Permit Section - (312) 443-5988.

MEMORANDUM TO: Mike Rourke
@ Properties

FROM: Javier Millan
Senior Consultant

Luay Aboona, PE
Principal

DATE: December 22, 2009

SUBJECT: Proposed @ Properties Brokerage Office
26-30 Green Bay Road
Winnetka, Illinois



At your request, Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) has conducted a parking impact study for the proposed occupancy of the vacant 26-30 Green Bay Road storefronts by the @ Properties Northshore brokerage office location in Winnetka, Illinois. The @ Properties Northshore office will have approximately 30-35 desks and cubicles and a maximum of nine full and part time employees. The purpose of this parking study is to determine the availability of public parking along Green Bay Road on a weekday and on a Saturday to meet the peak parking needs of the proposed office use.

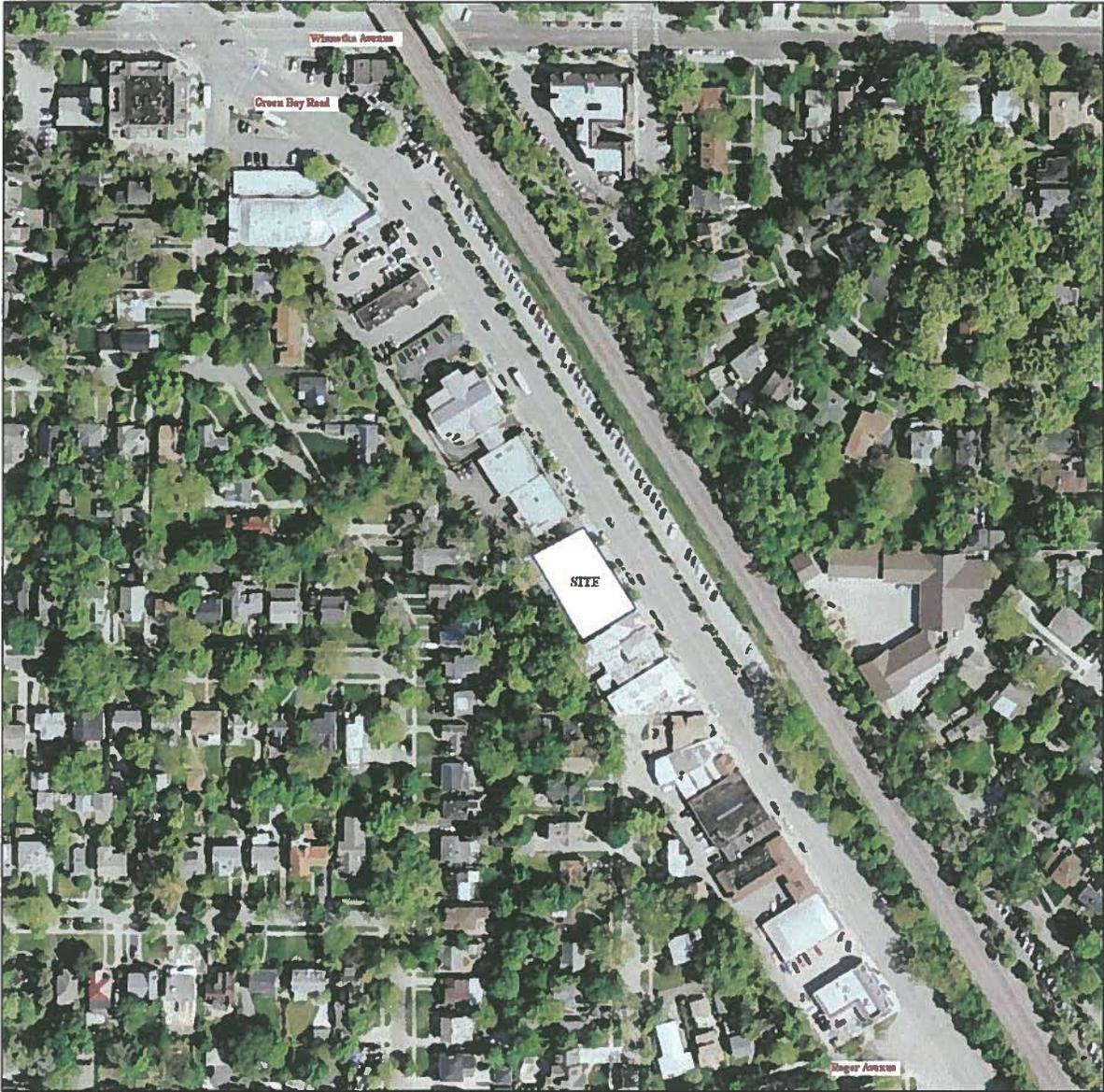
Existing Conditions

Green Bay Road between Winnetka Avenue and Roger Avenue provides on-street parking on both sides of the road. Parking on the west side of the road is limited to 90 minutes. From 642 Green Bay Road and south the restriction is from 8:00 A.M. to 5:00 P.M.

Parking on the east side of Green Bay Road is also limited to 90 minutes from Roger Avenue north to 44 Green Bay Road except on Sundays and Holidays. From 44 Green Bay Road north to Winnetka Avenue, parking is limited to 2 hours from 9:00 A.M. to 6:00 P.M. with no parking allowed from 8:00 to 8:45 A.M. on School days.

A permit parking lot is located between Green Bay Road and the railroad tracks. The lot provides angled parking spaces and is a "Zone A" permit parking for the employees in the area from 8:00 A.M. to 5:00 P.M. Monday through Fridays.

Figure 1 shows an aerial view of the Green Bay Road study segment and **Table 1** shows the number parking spaces provided along Green Bay Road.



Aerial View of Site and Study Area

Figure 1

**Table 1
GREEN BAY ROAD ON-STREET PARKING INVENTORY**

	East Side of Green Bay Road	West Side of Green Bay Road	Permit Parking Lot	Total Parking
North of Site				
Vacant Lot to 48 Green Bay Road	10 spaces	10 spaces	--	20 spaces
48 to 64 Green Bay Road	10 spaces	4 spaces	--	14 spaces
64 Green Bay Road to Land Rover Dealer	7 spaces	--	--	7 spaces
Permit Lot Exit to 62 Green Bay Road	--	7 spaces	--	7 spaces
South of Site				
30 Green Bay Road to Permit Lot Entrance	10 spaces	9 spaces	--	19 spaces
Permit Lot Entrance to 628 Green Bay Road	10 spaces	9 spaces	--	19 spaces
628 to 614 Green Bay Road	10 spaces	10 spaces	--	20 spaces
614 Green Bay Road to Roger Avenue	5 spaces	--	--	5 spaces
Permit Lot				
Permit Lot Entrance to Vacant Lot	--	--	21 spaces	21 spaces
Vacant Lot to Permit Lot Exit	--	--	48 spaces	48 spaces
Total Parking	62 spaces	49 spaces	69 spaces	180 spaces

In order to determine the availability of parking in the area, a parking survey was conducted along Green Bay Road from Winnetka Avenue south to Roger Avenue as well as the permit parking lot between Winnetka Avenue and the railroad tracks. The survey was conducted on Thursday, December 17, 2009 from 10:00 A.M. to 5:30 P.M. and on Saturday December 19, 2009 from 9:00 A.M. to 3:30 P.M. Tables 2 and 3 show the parking demand in the area (in half hour increments) for Thursday and Saturday. It should be noted that the Village of Winnetka corporate limits extend slightly south of the permit lot entrance drive. The Village of Kenilworth begins at this point. Based on the survey, approximately 41 on-street parking spaces out of the 180 spaces (including the permit lot) are located within the Village of Kenilworth corporate limits.

As can be seen from Tables 2 and 3, the area has a peak parking demand on a weekday of 122 parking spaces occurring at 10:30 A.M. The average parking demand on a weekday is 105 parking spaces. On Saturday, the peak parking demand occurred at 12:00 P.M. with 73 parked vehicles. The average parking demand on a Saturday is 60 parking spaces.

Proposed Development

Based on the proposed plan, the vacant space is proposed to be occupied by the @ Properties Northshore brokerage office location. As planned, the proposed land use will have a maximum of nine full and part time employees with a minimum amount of visitors. As such and based on this information, we have assumed that a total of nine additional parking spaces will be occupied by the proposed development during the business hours on a weekday and on a Saturday.

As can be seen from Table 1, the peak parking demand occurred at 10:30 A.M. with a total of 122 occupied parking spaces or 63 percent of available spaces. During this time period, 72 of the 111 on-street parking spaces were occupied while 50 out of the 69 off-street parking spaces were occupied. The availability of 58 parking spaces during this peak time and more during other times of the day will be more than adequate to meet the projected peak demand of nine spaces by the proposed use. On Saturday, the peak parking occupancy was observed to be 73 spaces or 41 percent occurring at 12:00 P.M. leaving 107 spaces available to accommodate the peak demand of the proposed use.

Conclusion

In conclusion, the parking study indicates that adequate parking supply exists in the vicinity of the proposed @ Properties brokerage office to accommodate the projected peak demand of nine spaces. The combination of available unoccupied parking spaces on Green Bay Road and in the parking lot will ensure that the parking needs of the proposed office use as well as other vacant storefronts along Green Bay Road will be met.

Table 2
 EXISTING ON-STREET PARKING OCCUPANCY (THURSDAY, DECEMBER 17, 2009)

Parking Area	3SW	2SW	1SW	1NW	2NW	3NW	3NE	2NE	1NE	1SE	2SE	3SE	4SE	A	B	C	D	E	F	G	Total
Inventory	10	9	9	10	4	7	7	10	10	10	10	10	5	10	10	10	10	10	10	9	180
10:00 a.m.	0	6	7	6	4	5	8	6	4	5	7	8	0	10	10	9	10	2	4	4	115
10:30 a.m.	0	7	7	7	4	6	8	6	4	6	8	9	0	10	10	9	10	2	4	5	122
11:00 a.m.	0	9	6	6	5	5	8	7	4	5	7	8	0	10	10	9	10	2	3	6	120
11:30 a.m.	1	6	6	6	4	4	8	7	5	6	7	6	0	10	10	9	9	2	4	5	115
12:00 p.m.	1	6	6	6	3	4	8	6	5	6	7	6	0	10	10	9	9	3	4	5	114
12:30 p.m.	1	7	7	6	3	5	8	6	5	6	7	7	0	10	10	9	9	4	4	5	119
1:00 p.m.	1	7	7	5	3	4	7	7	6	6	6	6	0	10	10	9	10	4	5	4	117
1:30 p.m.	1	6	5	5	3	4	6	7	4	5	6	6	0	10	9	8	10	5	4	3	107
2:00 p.m.	1	5	3	5	2	4	4	6	3	5	5	5	0	9	9	8	10	6	4	2	96
2:30 p.m.	1	6	3	5	2	4	5	6	3	6	5	6	1	8	9	8	10	7	4	2	101
3:00 p.m.	1	6	2	4	3	4	4	5	6	6	4	5	0	9	9	9	10	7	6	2	102
3:30 p.m.	1	6	4	5	3	5	4	5	3	6	7	5	0	9	9	9	10	7	5	4	107
4:00 p.m.	0	5	6	7	3	2	4	6	4	5	4	5	0	7	9	9	9	7	5	4	101
4:30 p.m.	1	5	6	4	2	2	3	5	4	5	2	5	0	7	9	9	7	5	5	5	91
5:00 p.m.	1	6	6	4	2	2	3	4	2	6	3	5	0	6	6	6	7	5	6	6	86
5:30 p.m.	0	3	5	6	2	2	3	4	1	4	3	2	0	5	4	6	4	4	6	4	68
Avg Occupancy	1	6	5	5	3	4	6	6	4	6	6	6	0	9	9	8	9	5	5	4	105

Legend

North of Site

- 1NE = Vacant Site to 48 Green Bay Rd
- 1NW = Vacant site to 48 Green Bay Rd
- 2NE = 48 Green Bay Road to 62 Green Bay Rd
- 2NW = 48 Green Bay Rd to 64 Green Bay Rd
- 3NE = 62 Green Bay Road to Exit from Angled Lot
- 3NW = 64 Green Bay Rd to Land Rover Dealer

South of Site

- 1SE = Vacant Site to Permit Lot Entrance
- 1SW = Vacant Site to 644 Green Bay Rd
- 2SE = Permit Lot Entrance to 628 Green Bay Rd
- 2SW = 644 to 626 Green Bay Rd
- 3SE = 628 to 614 Green Bay Rd
- 3SW = 626 Green Bay Rd to Roger Ave
- 4SE = 614 Green Bay Rd to Roger Ave

Permit Lot Spaces starting at the north end =

- A (spaces 1-10)
- B (spaces 11-20)
- C (spaces 21-30)
- D (spaces 31-40)
- E (spaces 41-50)
- F (spaces 51-60)

Table 3
EXISTING ON-STREET PARKING OCCUPANCY (SATURDAY, DECEMBER 19, 2009)

Parking Area	3SW	2SW	1SW	1NW	2NW	3NW	3NE	2NE	1NE	1SE	2SE	3SE	4SE	A	B	C	D	E	F	G	Total
Inventory	10	9	9	10	4	7	7	10	10	10	10	10	5	10	10	10	10	10	10	9	180
9:00 a.m.	0	2	2	3	3	1	0	0	4	3	1	0	0	8	4	2	1	1	2	5	42
9:30 a.m.	0	3	2	3	4	2	0	1	4	4	2	0	0	8	5	3	2	1	4	5	53
10:00 a.m.	0	4	3	4	4	1	0	1	5	5	2	0	0	9	6	3	2	1	4	6	60
10:30 a.m.	0	4	2	4	4	1	0	1	5	5	2	0	0	9	6	3	2	1	4	6	59
11:00 a.m.	0	5	4	8	4	2	0	1	5	5	2	0	0	10	5	4	2	2	4	6	69
11:30 a.m.	0	5	3	7	5	2	0	1	5	3	2	0	0	10	5	3	2	2	4	7	66
12:00 p.m.	0	7	4	9	3	2	0	2	5	3	2	0	0	10	7	4	2	2	4	7	73
12:30 p.m.	0	6	4	10	4	2	0	2	6	3	4	0	0	10	5	2	2	2	3	6	71
1:00 p.m.	0	4	6	7	3	3	0	3	6	1	3	0	0	10	5	2	2	2	2	7	66
1:30 p.m.	0	5	5	7	2	3	0	4	4	3	3	0	0	10	6	1	3	2	3	7	68
2:00 p.m.	0	2	4	9	3	3	0	4	6	2	3	0	0	10	6	1	4	2	3	6	68
2:30 p.m.	0	2	4	8	3	3	0	4	6	2	2	0	0	10	6	1	3	2	3	6	65
3:00 p.m.	0	2	4	6	4	3	0	4	5	1	3	0	0	10	6	1	3	2	2	6	64
3:30 p.m.	0	2	4	6	4	3	0	4	5	1	3	0	0	10	6	1	3	2	3	6	63
Avg Occupancy	0	4	4	7	4	2	0	2	5	3	2	0	0	10	6	2	2	2	3	6	63

Legend

North of Site

- 1NE = Vacant Site to 48 Green Bay Rd
- 1NW = Vacant site to 48 Green Bay Rd
- 2NE = 48 Green Bay Road to 62 Green Bay Rd
- 2NW = 48 Green Bay Rd to 64 Green Bay Rd
- 3NE = 62 Green Bay Road to Exit from Angled Lot
- 3NW = 64 Green Bay Rd to Land Rover Dealer

South of Site

- 1SE = Vacant Site to Permit Lot Entrance
- 1SW = Vacant Site to 644 Green Bay Rd
- 2SE = Permit Lot Entrance to 628 Green Bay Rd
- 2SW = 644 to 626 Green Bay Rd
- 3SE = 628 to 614 Green Bay Rd
- 3SW = 626 Green Bay Rd to Roger Ave
- 4SE = 614 Green Bay Rd to Roger Ave

Permit Lot Spaces starting at the north end =

- A (spaces 1-10)
- B (spaces 11-20)
- C (spaces 21-30)
- D (spaces 31-40)
- E (spaces 41-50)
- F (spaces 51-60)

Memorandum

To: Jill Morgan

From: Steven M. Saunders, Director of Public Works/Village Engineer

Date: January 19, 2010

Re: Special Use Permit Application Parking Study Review: 26-30 Green Bay Rd.

@Properties North Shore has submitted a Special Use permit application to allow location of a real estate brokerage office in the existing vacant space located at 26-30 Green Bay Road in Winnetka. One of the standards the applicant must meet to obtain a Special Use permit is demonstrating that sufficient parking exists in the vicinity of the proposed Special Use to support the proposed use. @ Properties has submitted a parking study prepared by KLOA, Inc., a traffic engineering firm, for the proposed offices at 26-30 Green Bay Road.

This parking study approached the analysis by first evaluating the parking inventory in the vicinity of the site, and then by evaluating actual use of the nearby spaces to calculate average and peak parking demand, for both a weekday and a weekend. KLOA has concluded that sufficient parking exists to support the proposed Special Use.

I have reviewed this study and concur with both the method of analysis and the conclusions. It is my opinion that sufficient parking exists to support the proposed Special Use.

COA



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS
APPLICATION

In accordance with 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 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 at 847.716.3527. The Design Guidelines are also available online at www.villageofwinnetka.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
 - o Alteration to existing building \$125.00
 - o Building additions, new construction \$450.00
- Current color photographs of building and site subject to alterations;
- One (1) set of plans, renderings, elevations and material specifications (see "Submittal Requirements" on following page);
- One (1) material sample board, consisting of actual material samples, color chips, and/or color catalog sheets, as may be appropriate to the scope of the project;
- It is highly recommended that an application be accompanied by a statement from the appropriate design professional describing the project's design approach and means used to satisfy the general requirements and specific elements of the Design Guidelines.

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 are 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

ALTERATIONS TO EXISTING BUILDINGS OR NEW BUILDINGS

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 Design Review Board 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 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 Christopher Marx, Associate Planner at 847.716.3587 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, 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 50 feet of each side of the proposed building in all directions including across the street(s);
- Elevation drawings of proposed building(s) in context of adjacent buildings, with adjacent building shown at proper scale and appropriate level of detail.

Architectural Elevations and Plans

- Detailed conceptual building elevations, 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, including dimensions, materials and glazing patterns;
- Ancillary building details, including lighting and 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

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
January 17, 2019	December 20, 2018
February 21, 2019	January 31, 2019
March 21, 2019	February 26, 2019
April 18, 2019	March 28, 2019
May 16, 2019	April 25, 2019
June 20, 2019	May 30, 2019
July 18, 2019	June 27, 2019
August 15, 2019	July 25, 2019
September 19, 2019	August 29, 2019
October 17, 2019	September 26, 2019
November 21, 2019	October 31, 2019
December 19, 2019	November 27, 2019
January 16, 2020	December 27, 2019
February 20, 2020	January 30, 2020
March 19, 2020	February 27, 2020
April 16, 2020	March 26, 2020
May 21, 2020	April 30, 2020
June 18, 2020	May 28, 2020
July 16, 2020	June 25, 2020
August 20, 2020	July 30, 2020
September 17, 2020	August 27, 2020
October 15, 2020	September 25, 2020
November 19, 2020	October 29, 2020
December 17, 2020	November 25, 2020

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: _____

Name of Business(es): _____

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

- Sign Sign Permit Application attached?
- Awning Awning Permit Application attached?
- Other (general description) _____

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): _____

I/We hereby certify that as _____(Lessee/Owner) of the property located at _____(address), I am/we are authorized to submit plans for alterations 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 _____
PRINTED NAME(S) _____
ADDRESS _____
PHONE NO. _____
EMAIL _____

FOR OFFICE USE ONLY	
COA applied for (date):	_____
COA Case Number:	_____
COA Issued (date):	_____

PRIMARY DESIGN FIRM	_____
CONTACT NAME	_____
ADDRESS	_____
PHONE NO.	_____
EMAIL	_____

ZONING COMPLIANCE WORKSHEETS LOT COVERAGE AND GROSS FLOOR AREA CALCULATIONS

Completion of these forms is required to allow Village staff to confirm compliance with zoning ordinance limitations on Intensity of Use of Lot and Gross Floor Area limitations. Any permit application which affects the total of such calculated areas must be accompanied by these forms, completed by a licensed architect or other design professional. Table 1 below indicates certain projects which may be exempt from completion of one or more sections of the attached calculations.

Calculation worksheets and the instructions for their completion are based upon the Winnetka Zoning Ordinance, Chapter 17 of the Winnetka Village Code. The zoning ordinance is available for review at the Winnetka Village Hall and at villageofwinnetka.org.

For assistance with technical zoning questions pertaining to completion of these forms, please contact the Village of Winnetka Department of Community Development at 847.716.3525 or 716.3587.

The attached forms incorporate three main components:

- **SECTION ONE:** Roofed building coverage calculations (page 4)
- **SECTION TWO:** Impermeable surface coverage calculations (page 7)
- **SECTION THREE:** Building size - Gross Floor Area calculations (page 8)

Most projects require submittal of all three sections of the attached calculation worksheets, and it should be assumed that all sections are necessary unless noted otherwise. The table below provides guidance for some types of permit work that may omit inapplicable calculation worksheets.

APPLICATIONS WHICH ARE NOT ACCOMPANIED BY THE REQUIRED CALCULATIONS OR WHICH DO NOT CONTAIN SUFFICIENT DETAIL (SEE EXAMPLE OF CALCULATION DETAIL AND DIAGRAMS ON PAGE 3 [Figures 1 and 2]) WILL BE DELAYED OR RETURNED.

TABLE 1 – ARE ZONING CALCULATIONS REQUIRED?

PROJECT TYPE	SECTION ONE Roofed Lot Coverage	SECTION TWO Impermeable Surface	SECTION THREE Gross Floor Area
New Construction	YES	YES	YES
Building Addition	YES	YES	YES
Garage (new or replacement)	YES ⁽¹⁾	YES	YES ⁽²⁾
Interior Remodel, limited to work inside the existing building walls and roof	NO	NO	NO
Bay window or chimney addition	YES	YES	YES ⁽³⁾
“Open” Porch addition	YES ⁽⁴⁾	YES ⁽⁴⁾	YES ⁽⁵⁾
Screen porch or glass porch addition	YES	YES	YES
Shed, playhouse, or similar accessory building	YES	YES	YES ⁽⁶⁾
Dormer addition to existing structure	NO	NO	YES ⁽⁷⁾
Swimming pool or hot tub	YES	YES	NO
Wood deck	NO ⁽⁸⁾	NO ⁽⁸⁾	NO
Driveway, sidewalk or patio (new or replacement)	YES	YES	NO

NOTES: (1) For Pre-FAR buildings (residences built prior to February 7, 1989) and located in the R-5 or R-4 zoning districts a Roofed Lot Coverage allowance of 200 square feet is available for detached garages located in the rear 25 percent of the lot depth.

(2) Detached garages located in the rear 25 percent of the lot depth may be excluded from Gross Floor Area calculations only if they are 400 square feet in total GFA or less (including any calculable attic space). Detached garages greater than 400 square feet, or attached garages of any size must be accompanied by complete Gross Floor Area calculations.

(3) Projects limited to bay windows and/or chimneys may be excluded from detailed Gross Floor Area calculation requirements if *simplified* calculations are submitted which demonstrate that the Gross Floor Area of all bay windows and chimneys (existing and

proposed) do not exceed a total of 64 square feet. Bay window or chimney additions resulting in a total greater than 64 square feet must be accompanied by complete detailed Gross Floor Area calculations.

- (4) A single-story open, but roofed porch facing a front yard or side yard may be excluded from roofed building coverage calculations only if they are less than 275 square feet in total area. Refer to Page 5 of calculation worksheets for detailed explanation. This allowance is only applicable for residences in the R-5 and R-4 zoning districts.
- (5) An open porch may be included toward Gross Floor Area calculations. Refer to Step 7.B on Page 9 of calculation worksheets for detailed explanation.
- (6) A shed, playhouse or similar accessory building located in the rear 25 percent of the lot depth that does not exceed 7 feet in height may be excluded from detailed Gross Floor Area calculation requirements if simplified calculations are submitted which demonstrate that the total Gross Floor Area of all such accessory buildings (existing and proposed) are less than 64 square feet in area.
- (7) Certain qualifying dormers may be excluded from Gross Floor Area calculations. Refer to instructions for Step 11 on Page 16 for detailed explanation.
- (8) Wood decks that are permeable (allow water to run directly into ground below) may be excluded from impermeable surface calculations.

ADDITIONAL DOCUMENTS NECESSARY TO COMPLETE THE WORKSHEETS

1. **Plat of Survey.** A significant number of project and permit delays are attributable to submittal of incomplete surveys. The plat of survey must clearly show all existing improvements on the property. REVIEW SURVEY FOR ACCURACY PRIOR TO PREPARING CALCULATIONS. Surveys must be to scale, fully dimensioned, legible and complete (photocopies are discouraged, faxes are not accepted), and must meet the following requirements:

- The Survey shall not be more than 5 years old;
- Lot area calculation. Any lot which is not rectangular or which has easements for ingress and egress shall have the lot area certified by the surveyor, including a detailed breakdown of square footage of total lot area and area of any easement for ingress and egress. Any such easements shall be dimensioned and described on the plat;
- Existing topography with elevation contours at 1 foot intervals. Must show location and elevation of all existing drainage courses, swales, catch basins, paved surfaces, patios, swimming pools, etc. Topography may not be required where work is confined to the existing building footprint (Contact the Village Engineer at 847.716.3532);
- Trees that are 8 inches or greater in trunk diameter;
- Full exterior dimensions of all existing structures (buildings, storage sheds, garages, gazebos, fences, walls, and all similar structures) on the property;
- Dimension distances between all structures and all property lines (setbacks);
- All existing features must be descriptively identified. For example, porches are to be labeled as “covered” if roofed, “open” if there is no roof, or “enclosed” if screened, etc.

2. **Proposed Site Plan.** The Proposed Site Plan must clearly show all existing and proposed improvements for the property. All work must be identified and located on the site plan, including building additions, accessory buildings, impermeable surfaces, fences, walls, and other accessory structures, paving, walks, patios, etc. The Site Plan must include a scale and be fully dimensioned and contain the following information:

- Dimension the areas of all proposed structures, additions, and/or impermeable surfaces on the property;
- Dimension distances between all proposed structures, additions, and/or impermeable surfaces and all property lines (setbacks);
- All proposed features must be descriptively identified. For example, porches are to be labeled as “covered” if roofed, “open” if there is no roof, or “enclosed;”
- Clear delineation between existing and proposed site improvements.
- Locate all trees 8 inches or greater in trunk diameter to scale from proposed changes and construction. Village Forester may require tree protection fencing prior to issuance of permit. Fences must be maintained in proper condition throughout all phases of construction. Violation will result in stop work orders and fines. (Tree removal permits are required for any tree(s) measuring 8 inches or greater.)

3. **Existing and Proposed Exterior Elevations.** The Elevations must clearly and accurately depict the existing natural grade of the land adjacent to the structure, as well as the elevation of the first floor for purposes of determining basement area inclusion in Gross Floor Area (see Step 9, page 13). In addition, elevations should clearly depict the height of each floor level and the calculable upper floor gross floor area described at Step 8 on Page 12.

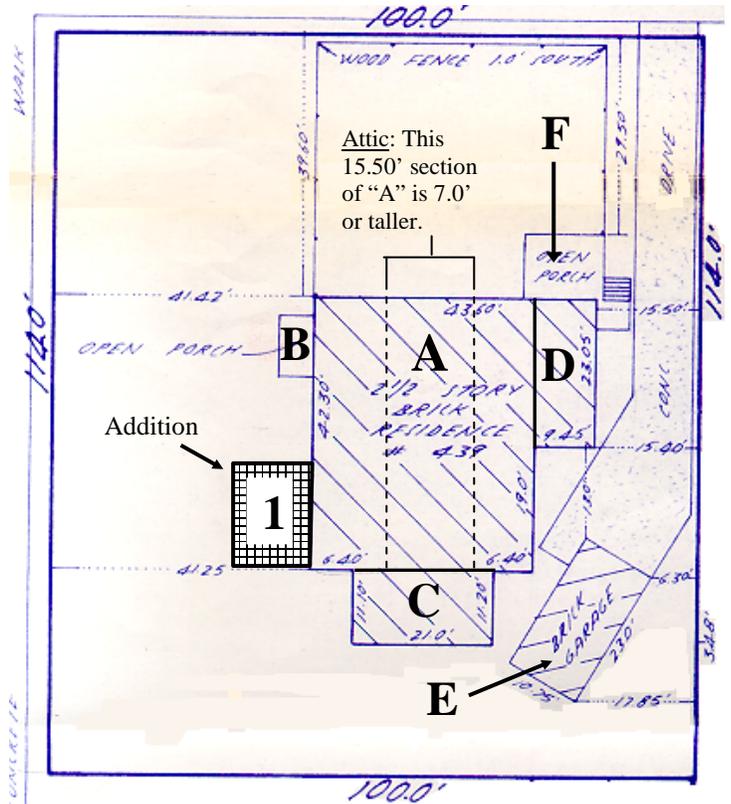
CALCULATION of RLC, GFA and IMPERMEABLE SURFACES

The example below depicts the calculations required for a typical 1-story addition to an existing residence and the replacement of a driveway. Letters and numbers refer to areas created by dividing the surveyed house and impermeable surfaces into rectangles and triangles.

FIRST FLOOR, GFA & RLC – EXISTING (Figure One)

PIECE	DIMENSIONS (FT)	RLC AREA (SF)	GFA AREA (SF)
A.	42.30 x 33.80	1,429.74	1,429.74
B.	9.50 x 5.50	52.25	52.25
			(RLC Only)
C.	21.00 x 11.15	234.15	234.15
D.	9.45 x 23.05	217.82	217.82
E.	23.0 x 10.75	247.25	247.25
F.	10.10 x 12.02	121.40	121.40
			(RLC Only)
TOTALS:		2,302.61	2,128.96

FIGURE ONE



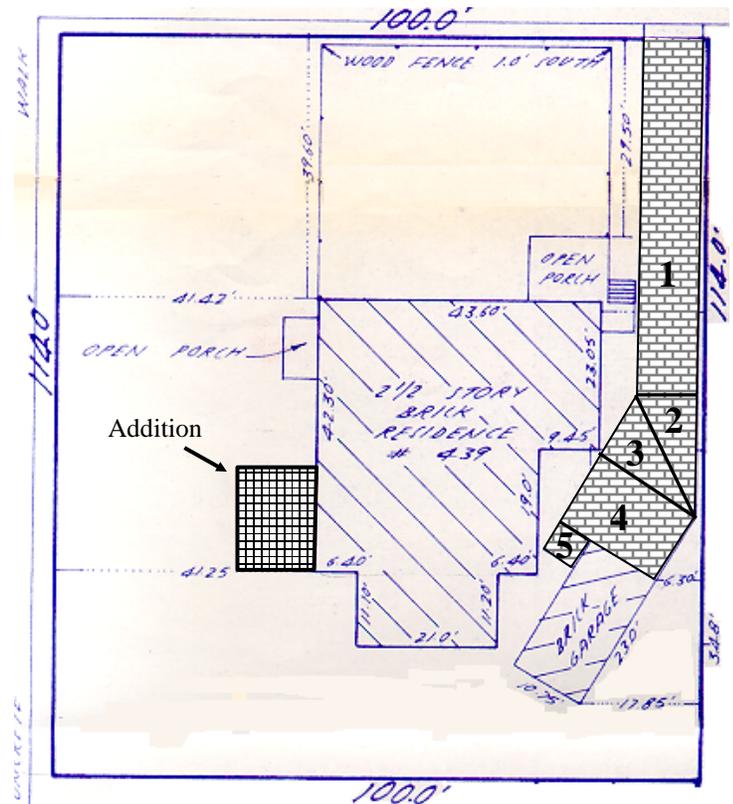
FIRST FLOOR, GFA – PROPOSED (Figure One)

PIECE	DIMENSIONS (FT)	AREA (SF)
1.	14.00 x 10.00	140.00
TOTAL:		140.00
TOTAL EXIST and PROPOSED:		2,268.96

SECOND FLOOR, GFA – EXISTING (Figure One)

PIECE	DIMENSIONS (FT)	AREA (SF)
A.	42.30 x 33.80	1,429.74
C.	21.00 x 11.15	234.15
TOTAL:		1,663.89

FIGURE TWO



ATTIC, GFA – EXISTING (Figure One)

PIECE	DIMENSION (FT)	AREA (SF)
Above A.	42.30 x 15.50	655.65
(7' height)	TOTAL:	655.65

TOTAL GFA – EXISTING and PROPOSED (Figure One)

First Floor	2,268.96
Second Floor	1,663.89
Attic	655.65
TOTAL:	4,588.50

IMPERMEABLE SURFACE (Figure Two)

PIECE	DIMENSION (FT)	AREA (SF)
1.	55.50 x 9.00	499.50
2.	.5 (9.25 x 18.00)	83.25
3.	.5 (17.25 x 10.00)	86.25
4.	11.50 x 17.00	195.50
5.	5.00 x 5.00	25.00
TOTAL:		889.50

SECTION ONE - ROOFED OR BUILDING LOT COVERAGE CALCULATION WORKSHEETS

STEP 1: PROVIDE LOT AREA

(Use either Step 1.A or Step 1.B) For rectangular lots insert the lot dimensions and calculate the lot area in Step 1.A. Do not include the area within a private street easement in lot area in either Step 1.A or 1.B. If a lot is not rectangular the lot area shall be certified on the survey by the land surveyor who prepared the plat and indicated in Step 1.B.

1.A Rectangular Lots ONLY

LOT DIMENSIONS: _____ X _____ = _____ Sq. Ft. [1.A]

1.B Irregular Shape Lots - The lot area shall be provided on Plat of Survey

SURVEYOR'S CERTIFIED LOT AREA: _____ Sq. Ft [1.B]

1.C DETERMINE APPLICABILITY OF "FLAG LOT" AREA DEDUCTION

The maximum building size for flag lots shall be calculated using a modified lot area that excludes the "flagpole" portion of the lot. A flag lot is defined as "an irregularly shaped lot which consists of two sections: the primary mass of the lot which is set back from the street frontage access and is behind one or more other lots, and a narrow access corridor (the "flagpole"), which is less than 50 feet wide and extends for a distance of at least 40 feet from the primary mass of the lot toward the street, or which has street frontage less than 50 feet and extends for a distance of at least 40 feet from the street toward the primary mass of the lot." In addition, the areas within any identified ingress/egress easement (or private road easement) also need to be excluded from the gross lot area for the calculation of GFA.

Gross Lot Area: _____ Sq. Ft.
[1.A or 1.B]

Deduction for "flagpole" of flag lot: _____ Sq. Ft.

Net Lot Area: _____ Sq. Ft. [1.C]

STEP 2: DETERMINE MAXIMUM PERMITTED BUILDING/ROOFED LOT COVERAGE (RLC)

(Use either Step 2.A or 2.B)

2.A Post-FAR buildings (new construction) in the R-5 and R-4 districts and all projects in the R-3, R-2, R-1 districts:

LOT AREA _____ Sq. Ft. x 0.25 = _____ Sq. Ft. [2.A]
(1.A, 1.B or 1.C)

2.B Pre-FAR buildings in the R-5 and R-4 districts (built prior to February 7, 1989) and work does not exceed the scope of "rehabilitation":

LOT AREA _____ Sq. Ft. x 0.27 = _____ Sq. Ft. [2.B]
(1.A, 1.B or 1.C)

STEP 3: CALCULATE BUILDING/ROOFED COVERAGE

3.A CALCULATE BUILDING AREA COVERAGE TO OUTSIDE WALLS

Using the plat of survey (for existing structures) and building plans (for proposed structures), prepare calculations which detail the area and square footage occupied by all buildings (including the garage and all other accessory buildings), as well as all other roofed areas on the lot. Measurement of building area shall be from the outside of exterior walls, and shall include the area of all enclosed porches, screen porches, cantilevered upper or lower floors, bay windows, chimneys and similar building projections.

Existing Building Coverage to outside walls = _____ Sq. Ft. [3.A.1]

Proposed Additional Building Coverage to outside walls = _____ Sq. Ft. [3.A.2]

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

3.B MEASURE EAVES AND CALCULATE AREA OF EXCESSIVE EAVES IF APPLICABLE

(Use either Pre-FAR Building method or Post-FAR Building method)

Pre-FAR Building: In addition to building area measured to the outside walls of a structure, the surface area of eaves which project more than 24 inches from the exterior walls of a building must be calculated (e.g. with 30-inch eaves, the outer 6 inches shall be included in roofed lot coverage calculations).

If eaves project more than 24 inches from the exterior face of the building(s), that area greater than 24 inches is included in roofed lot coverage. Measure the maximum eave projection and calculate the area of eaves greater than 24 inches for both the existing buildings and proposed additions.

Maximum projection of existing eaves from exterior of house is _____ inches (not including gutters).

Maximum projection of eaves on proposed buildings/additions is _____ inches (not including gutters).

Area of existing eaves greater than 24" = _____ Sq. Ft. [3.B.1]
(If eaves are 24" or less, enter -0-)

Area of proposed eaves greater than 24" = _____ Sq. Ft. [3.B.2]
(If eaves are 24" or less, enter -0-)

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

Post-FAR Building: In addition to building area measured to the outside walls of a structure, the surface area of eaves which project more than 18 inches from the exterior walls of a building must be calculated (e.g. with 24-inch eaves, the outer 6 inches shall be included in roofed lot coverage calculations).

If eaves project more than 18 inches from the exterior face of the building(s), that area greater than 18 inches is included in roofed lot coverage. Measure the maximum eave projection and calculate the area of eaves greater than 18 inches for both the existing buildings and proposed additions.

Maximum projection of existing eaves from exterior of house is _____ inches (not including gutters).

Maximum projection of eaves on proposed buildings/additions is _____ inches (not including gutters).

Area of existing eaves greater than 18" = _____ Sq. Ft. [3.B.3]
(If eaves are 18" or less, enter -0-)

Area of proposed eaves greater than 18" = _____ Sq. Ft. [3.B.4]
(If eaves are 18" or less, enter -0-)

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

3.C CALCULATE ALL OTHER ROOFED AREAS

In addition to previously calculated building and eave areas, all other "open" roofed areas (open porches, roofed entry stoops, carports, porte-cocheres, etc.) are to be calculated.

Existing Other Roofed Areas = _____ Sq. Ft. [3.C.1]

Proposed Other Roofed Areas = _____ Sq. Ft. [3.C.2]

3.D DETERMINE APPLICABILITY OF FRONT PORCH LOT COVERAGE ALLOWANCE

IN THE R-5 AND R-4 ZONING DISTRICTS ONLY, the area of a single-story, open porch attached to the main residence and located between the residence and either the front or side lot lines may be excluded from lot coverage calculation (up to a maximum of 275 square feet). NO SCREENED OR ENCLOSED PORCHES MAY BE DEDUCTED.

Area of qualifying porch _____ Sq. Ft. [3.D] (May not exceed 275 Sq. Ft.)

3.E DETERMINE APPLICABILITY OF DETACHED GARAGE LOT COVERAGE ALLOWANCE

FOR PRE-FAR BUILDINGS IN THE R-5 AND R-4 ZONING DISTRICTS ONLY, 200 square feet of a detached garage located in the rear 25 percent of the lot depth may be excluded from the roofed lot coverage calculation (not transferrable to Section Two Impermeable Lot Coverage calculation).

Area of qualifying detached garage _____ Sq. Ft. [3.E] (May not exceed 200 Sq. Ft.)

3.F PROVIDE GRAPHIC DESCRIPTION OF CALCULATION OF BUILDING AREAS CALCULATED (EXAMPLE ON PAGE 3) AND SUMMARIZE ABOVE RESULTS

Transfer results from Steps 3.A through 3.E into the following summary and calculate total roofed lot coverage. Total resulting coverage must not exceed maximum calculated at Step 2.A or 2.B.

Existing Building Areas

- (1) Enclosed Roofed Building Areas [from 3.A.1] _____ Sq. Ft.
- (2) Excessive Eaves [from 3.B.1 or 3.B.3] + _____ Sq. Ft.
- (3) Other Roofed Areas [from 3.C.1] + _____ Sq. Ft.
- Subtotal, existing building area = _____ Sq. Ft.

Plus, Additional Building Areas

- (1) Enclosed Roofed Building Areas [3.A.2] + _____ Sq. Ft.
- (2) Excessive Eaves [from 3.B.2 or 3.B.4] + _____ Sq. Ft.
- (3) Other Roofed Areas [from 3.C.2] + _____ Sq. Ft.
- Less applicable front porch allowance [from 3.D] - _____ Sq. Ft. (not to exceed 275 Sq. Ft.)

Total: = _____ **Sq. Ft. [3.F]**
(May not exceed [2.A] if Post-FAR building, or if project is in R-3, R-2, or R-1 district)

Less applicable detached garage allowance [from 3.E] - _____ Sq. Ft. (not to exceed 200 Sq. Ft.)

Adjusted total RLC for Pre-FAR buildings in the R-5 and R-4 districts only: = _____ *Sq. Ft. (May not exceed [2.B])*

SECTION THREE - BUILDING SIZE (GROSS FLOOR AREA) CALCULATION WORKSHEETS

STEP 6: DETERMINE MAXIMUM PERMITTED AND TOTAL (EXISTING + PROPOSED) BUILDING SIZE

6.A DETERMINE APPROPRIATE FORMULA FOR CALCULATING MAXIMUM PERMITTED GFA:

The formula used for calculating maximum building size is based on lot area as determined above, the original date of construction of the residence, as well as the scope of work proposed.

*Any **new** residence, or alteration to an existing residence constructed after February 7, 1989, or work to a residence built before February 7, 1989 that exceeds the scope of rehabilitation (as defined below) shall be subject to the following formulas for maximum Gross Floor Area:*

<u>Lot Area ("LA") in Square Feet</u>	<u>Formula for Maximum GFA</u>
1) Up to and including 9,075	0.38 x LA
2) Over 9,075, to and including 12,000	3,630 + [(LA - 9,075) x 0.2] - (0.02 x LA)
3) Over 12,000 to and including 16,000	3,630 + [(LA - 9,075) x 0.2] - (0.02 x LA) + ([(LA-12,000)/1,000] x 0.005} x LA)
4) Over 16,000 to and including 22,000	3,630 + [(LA - 9,075) x 0.2] + ([(LA-16,000)/1,000] x 0.005} x LA)
5) Over 22,000	3,630 + [(LA - 9,075) x 0.2] + (0.03 x LA)

Maximum building size/GFA calculator available on the Village of Winnetka website at villageofwinnetka.org

For a residence built prior to February 7, 1989, and for which work does not exceed the scope of "rehabilitation", the following formulas are used for determining maximum Gross Floor Area:

<u>Lot Area ("LA") In Square Feet</u>	<u>Formula for Maximum GFA</u>
6) Up to and including 9,075	0.40 x LA
7) Over 9,075, to and including 16,000	3,630 + [(LA - 9,075) x 0.2]
8) Over 16,000 to and including 22,000	3,630 + [(LA - 9,075) x 0.2] + ([(LA-16,000)/1,000] x 0.005} x LA)
9) Over 22,000	3,630 + [(LA - 9,075) x 0.2] + (0.03 x LA)

Rehabilitation: *The act or process of making possible the efficient contemporary use of a building through repair, alterations or additions, while preserving those portions or features that convey its historical or architectural values and while maintaining the character of the property, its neighborhood and environment.*

6.B DETERMINE MAXIMUM PERMITTED GROSS FLOOR AREA

MAXIMUM PERMITTED BUILDING SIZE (GFA). Using the Lot Area [1.A, 1.B or 1.C] and the appropriate formula from 6.A (or the GFA calculator on the Village website), calculate the maximum permitted GFA below:

Maximum Permitted GFA = _____ Square Feet [6.B]

(Formula Used [#1-#9]) _____ (above)

STEP 7: CALCULATE BUILDING GROSS FLOOR AREA

7.A CALCULATE BUILDING AREA WITHIN EXTERIOR WALLS (for each full story)

Similar to the building/roofed area calculations performed in Step 3, prepare calculations that detail the area of each story of all buildings on the lot contained within the exterior walls of all buildings. Using the plat of survey (for existing structures) and building plans (proposed structures) prepare calculations which detail the dimensions and square footage area occupied by all buildings. The use of exact dimensions allows review staff to identify and quickly verify areas calculated - for this reason do not "round" dimensions up or down.

Prepare a graphic representation of areas calculated (see example on page 3), and enter dimensions and areas in tables as applicable for each story in Step 7.C (first floor) and Step 7.D (second floor).

- Measurement of Gross Floor Area shall be from the outside of exterior walls, and shall include the area of all screened and enclosed porches, bay windows, chimneys and similar building projections.
- No deductions shall be taken for hallways, stairs, closets, unfinished areas, thickness of walls, etc. Screened or enclosed porches shall be included regardless of whether the screens or other enclosure are permanently affixed.
- For purposes of calculating floor area of multi-story structures, the definition of “story” and the principles and rules associated with it shall apply as follows (attic/half-story areas and basement areas are to be calculated in Steps 8 and 9):

Story: That portion of a building included between the surface of any floor and the surface of the floor next above it or, in the case of an upper floor, between the surface of the upper floor and the bottom of the roof deck, provided that the floor area of the upper floor exceeds the floor area for a half-story. For purposes of this definition, the following principles shall apply:

- a) The floor of a story may split levels, provided that there is not more than four feet difference in elevation between the different levels.
- b) Any balcony, mezzanine, partial floor or open-beamed ceiling that does not extend horizontally to fill the perimeter of the building shall be deemed to be a full floor or ceiling at that level.
- c) Any area of a building in which the distance from one floor to the floor or roof rafters above it is more than 14 feet, and which is uninterrupted by a balcony, mezzanine, partial floor or open-beamed ceiling, shall be deemed to consist of one story for each 14 feet of height or fraction thereof.
- d) A basement that has an average height above grade of more than 4 feet, measured to the bottom of the beams of the floor above, shall be deemed to be a full story.

7.B DETERMINE APPLICABILITY OF OTHER CALCULABLE GROSS FLOOR AREA

In addition to areas enclosed by walls or screens, other areas of a building shall be included in the calculation of Gross Floor Area as follows:

- (a) the area of a building or structure that have exterior walls that extend more than 3½ feet above the floor on two or more sides (such as parapet walls, open porches with knee walls, etc);
- (b) the area of any open porch, if located on the first floor of a building and has a ceiling formed by the floor of a porch or any other portion of the building above it;
- (c) the area of each floor level below a roofed porch or other cantilevered structural feature located above the first floor level of a multi-story building or structure;
- (d) the area of each floor below a roof that is supported by columns and is located above the first floor level of a multi-story building or structure.

Include any areas calculated as provided herein on graphic calculations as well as in the following tables.

7.C TABULATE FIRST FLOOR GROSS FLOOR AREA

EXISTING FIRST FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.			
K.			
L.			
M.			
N.			
EXISTING FIRST FLOOR TOTAL AREA:			Square Feet

PROPOSED FIRST FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
PROPOSED FIRST FLOOR TOTAL AREA:			Square Feet

TOTAL EXISTING AND PROPOSED FIRST FLOOR AREA: _____ Sq. Ft [7.C]

7.D TABULATE SECOND FLOOR GROSS FLOOR AREA

Refer to instructions at Section 7.A and 7.B. Include all chimney areas at second floor level when attached to a two-story structure.

EXISTING SECOND FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.			
K.			
L.			
M.			
N.			
EXISTING SECOND FLOOR TOTAL AREA:			Square Feet

PROPOSED SECOND FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
PROPOSED SECOND FLOOR TOTAL AREA:			Square Feet

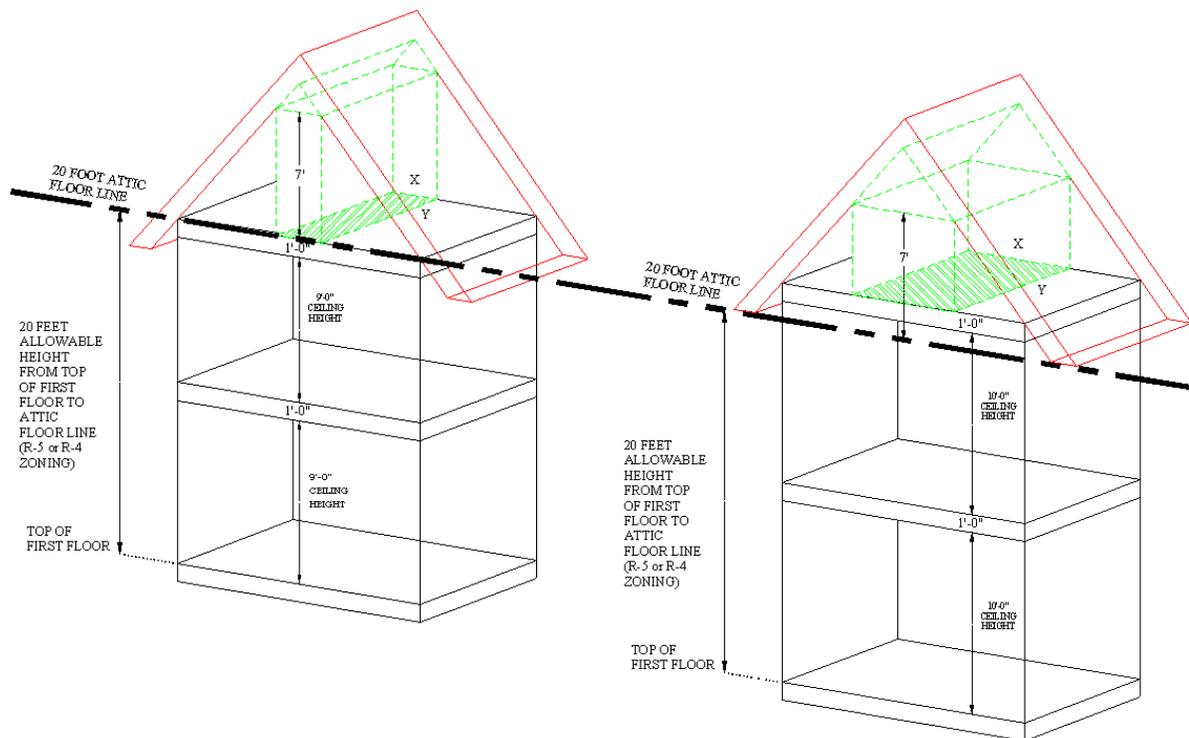
TOTAL EXISTING AND PROPOSED SECOND FLOOR AREA: _____ Sq. Ft [7.D]

STEP 8: CALCULATE TOTAL (EXISTING + PROPOSED) UPPER FLOOR AREA

Effective May 21, 2002, the area calculation for upper floor areas (attics and half-story areas) is a measurement of areas 7 feet tall, measured from *either* the actual attic floor level or a standardized uniform height above the first floor level, *whichever is lower*. The standardized uniform attic floor height varies by zoning district and is indicated in Table 2 below. Attic floor heights may be built at heights greater than the standardized height established for that zoning district, but the calculation of upper floor gross floor area will use the lower standardized point of reference. Accordingly, the amount of attic space that contributes toward the total gross floor area calculation will vary based on proposed ceiling heights on the first and second floor, as depicted in the graphic example below.

ZONING DISTRICT	HEIGHT ABOVE FIRST FLOOR
R-5	20 FT. (depicted below)
R-4	20 FT. (depicted below)
R-3	21 FT.
R-2 (Lot area less than 48,000 sq. ft.)	21 FT.
R-2 (Lot area 48,000 sq. ft. or greater)	23 FT.
R-1	23 FT.

The graphic below illustrates the differing calculation of attic space for a R-5 or R-4 zoned residence, based on a “standard” attic floor height of 20 feet (left example, with 9-foot ceilings at first and second floor) and a raised attic floor height of 22 feet (right example, with 10-foot ceilings).



The calculation of attic space is measured to the bottom of the roof rafters or truss member supporting the outer roof structure. In instances where roof rafters exceed 12 inches in depth, attic calculations are subject to use of a standardized 12” thickness for the point of measurement.

Attic area calculated in Step 8 is subject to an “allowance” or deduction for calculable attic/half-story space, ranging from a minimum of 150 square feet, up to a maximum of 3 percent of the lot area, taken at Step 11.C on Page 16.

All “upper floors” shall be measured for the presence of areas 7 feet in height, including accessory buildings, and shall be identified on graphic calculations as well as in tables below.

Include any areas calculated as provided herein on graphic calculations as well as in the following tables.

IMPORTANT NOTE: Calculations of upper floor attic and half-story areas are also used to verify compliance with the 2½-story height limit. Clear representation of all 7 foot areas on graphic calculations is critical to assuring timely review and approval of plans.

EXISTING UPPER FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
EXISTING UPPER FLOOR TOTAL AREA:			Square Feet

PROPOSED UPPER/ATTIC FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
PROPOSED UPPER FLOOR TOTAL AREA:			Square Feet

TOTAL EXISTING AND PROPOSED UPPER/ATTIC FLOOR AREA: _____ Sq. Ft. [8.A]

STEP 9: DETERMINE THE TOTAL (EXISTING + PROPOSED) BASEMENT FLOOR AREA

A basement that is wholly below grade will not be included in Gross Floor Area. When a basement is exposed above the adjacent grade more than a defined vertical distance (see below), a portion of the basement may be included in Gross Floor Area, dependent on the proportion of the basement so exposed.

For a basement built on or after February 7, 1989, the portion of basement walls exposed more than 2.5 feet above grade shall be included in Gross Floor Area. The proportion of basement area to be included shall be determined by calculating the proportion of basement exposed more than 2.5 feet, measured from existing natural grade to the top of the finished first floor, and including that proportional amount of basement floor area below. See example calculation on the following page for clarification of basement measurement methodology.

For a basement built before February 7, 1989, the portion of basement walls exposed more than 4.0 feet above grade shall be included in Gross Floor Area. The proportion of basement area to be included shall be determined by calculating the proportion of basement walls exposed more than 4.0 feet, measured from existing natural grade to the bottom of the first floor joist, and including that proportional amount of basement floor area below.

9.A DETERMINE EXISTING AND PROPOSED EXPOSED PERIMETER OF BASEMENT

For residences constructed after February 7, 1989, the exposed perimeter is the total linear feet of basement walls that are exposed by 2.5 feet or more above existing natural grade.

TOTAL EXPOSED PERIMETER = _____ Ft. [9.A]

OR

For residences constructed on or before February 7, 1989, the exposed perimeter is the total linear feet of basement walls that are exposed by 4.0 feet or more above existing natural grade.

TOTAL EXPOSED PERIMETER = _____ Ft. [9.A]

If no basement wall is exposed more than the above-prescribed amounts, and the plans clearly and accurately verify such measurements, enter -0- above and skip to Step 10.

9.B DETERMINE FLOOR AREA OF BASEMENT (EXISTING + PROPOSED). Calculate the total floor area of the basement. All measurements are to be calculated using the existing and/or proposed exterior walls of the home.

TOTAL FLOOR AREA OF BASEMENT = _____ Sq. Ft. [9.B]

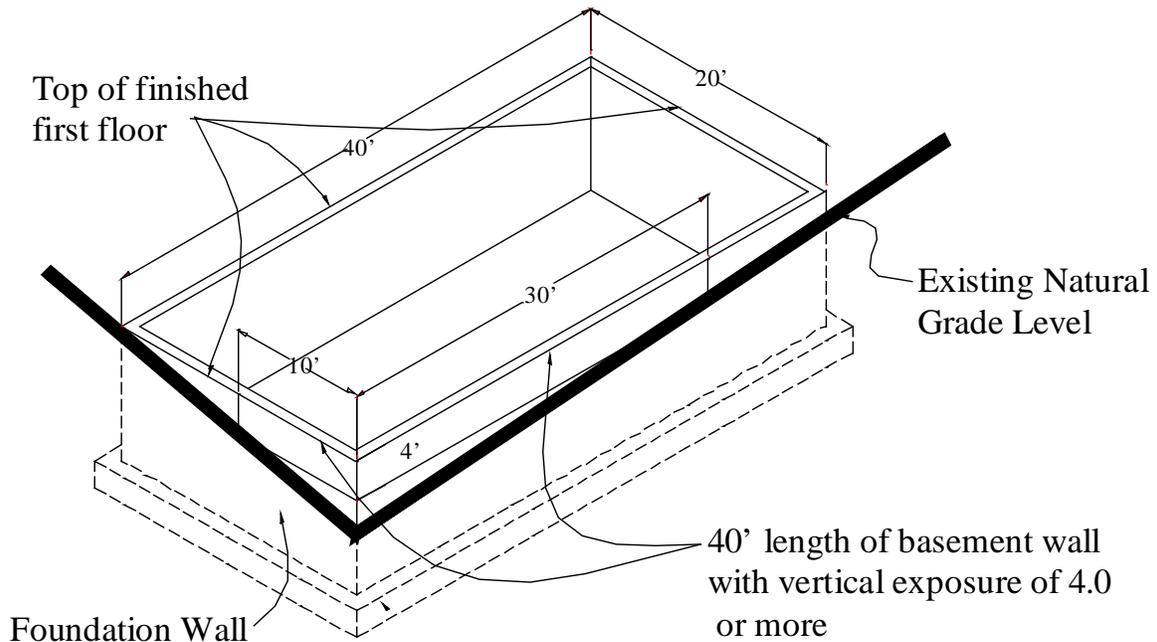
9.C DETERMINE BASEMENT AREA TO BE COUNTED IN GFA

TOTAL FLOOR AREA OF BASEMENT [9.B] x $\frac{\text{EXPOSED BASEMENT PERIMETER [9.A]}}{\text{TOTAL PERIMETER OF BASEMENT}}$

BASEMENT AREA TO BE COUNTED IN GFA = _____ Sq. Ft. [9.C]

SKETCH ILLUSTRATING METHODOLOGY FOR DETERMINING BASEMENT GROSS FLOOR AREA

The extent of basement area included in Gross Floor Area calculations is based on the proportion of basement that is exposed above existing natural grade by more than the prescribed amount, measured from existing natural grade to top of the finished first floor level for "Post-FAR" buildings and to the bottom of the first floor joist for "Pre-FAR" buildings.



DETERMINE TOTAL (EXISTING + PROPOSED) BASEMENT FLOOR AREA

- 9.A Total exposed perimeter: $10' + 30' = 40'$
- 9.B Floor area of basement: $20' \times 40' = 800 \text{ sq. ft.}$
- 9.C Area of basement counting toward GFA: $800 \times (40/120) = 266.67 \text{ sq. ft.}$

STEP 10: DETERMINE TOTAL GROSS FLOOR AREA (GFA)

Transfer the total of the results (total EXISTING AND PROPOSED floor area) found in STEPS 7, 8 & 9.

FIRST FLOOR EXISTING AND PROPOSED GFA		_____	Sq. Ft.	
		[from 7.C]		
SECOND FLOOR EXISTING AND PROPOSED GFA	+	_____	Sq. Ft.	
		[from 7.D]		
UPPER/ATTIC FLOOR EXISTING AND PROPOSED GFA	+	_____	Sq. Ft.	
		[from 8.A]		
BASEMENT FLOOR EXISTING AND PROPOSED GFA	+	_____	Sq. Ft.	
		[from 9.C]		
TOTAL EXISTING AND PROPOSED GROSS FLOOR AREA		= _____	Sq. Ft.	[10.A]

STEP 11: DETERMINE ALLOWANCES FOR GROSS FLOOR AREA (ONLY complete sections that apply)

Exclusions from permitted GFA. The following floor areas shall be excluded from the maximum building size:

1. An amount of garage floor area equal to one of the following:
 - (a) The first 400 square feet of the floor area of a one-story detached garage located in the rear quarter of the lot; or
 - (b) The first 200 square feet of the floor area of an attached garage located in the rear of a house, provided that no part of the garage forms any part of the front building line or the building line exposed to a corner lot line;
2. Up to 150 square feet or the equivalent of 3 percent of the lot area, whichever is greater, of the floor area of an attic or half-story;
3. Up to 64 square feet of the aggregate floor area of all bay windows and chimneys that form a part of the exterior building line;
4. The floor area under any dormer that is no more than 6 feet wide and is set in at least 3½ feet from the gable end walls, provided that the total width of all dormers does not exceed 25% of the length of the roof on which they are located;
5. The first 64 square feet of the aggregate floor area of a detached storage shed, playhouse, walled enclosures for refuse containers or swimming pool equipment, or similar enclosed structures, provided they are located in the rear quarter of the lot.

11.A DETACHED GARAGE: This allowance is ONLY applicable to a one-story detached garage located within the rear 25% of the **maximum depth** of the lot. The garage area allowance may be equal to the detached garage floor area above, however, this allowance may not be greater than the actual detached garage area, or 400 square feet, whichever is less.

Detached Garage Floor Area Allowance = _____ Sq. Ft. [11.A.]

OR

11.B ATTACHED GARAGE: This allowance is ONLY applicable to an attached garage that is in the rear of a house. The attached garage allowance may be equal to the attached garage floor area, however, this allowance may not be greater than the actual attached garage area, or 200 square feet, whichever is less.

Attached Garage Floor Area Allowance = _____ Sq. Ft. [11.B.]

Note: An allowance may be taken for either a detached garage or attached garage, but not both.

11.C ATTIC FLOOR AREA: This allowance is ONLY applicable to attic and half-story areas calculated in Step 8. No allowance may be taken for an upper floor that exceeds a half-story.

The attic allowance is 3% of the lot area or 150 square feet, whichever is greater, but this allowance may not be greater than the Total Attic Gross Floor Area. The allowance may not be greater than the actual calculated attic area [Step 8.A]

Total Attic Floor Area = _____ Sq. Ft.
[from 8.A]

Lot Area _____ sq. ft. x 0.03 = _____ Sq. Ft.
[from Step 1.A, 1.B, or 1.C]

Attic Floor Area Allowance = _____ Sq. Ft. [11.C]

11.D CHIMNEY AND BAY WINDOWS: This allowance is ONLY applicable to the total Gross Floor Area of all chimneys and bay windows that project beyond the exterior of a building wall. Each floor level of a chimney and/or bay window is included in the calculation. This allowance may not exceed the actual calculated area of all bay windows and chimneys or 64 square feet, whichever is less.

Total Chimney/Bay Window Area Allowance = _____ Sq. Ft. [11.D]

11.E DORMERS: This allowance is ONLY applicable to the floor area under a dormer that is no more than 6 feet wide and set in at least 3.5 feet from the gable end wall, provided that the total width of all dormers does not exceed 25% of the length of the roof on which they are located. This allowance may not exceed the actual calculated area of all dormers.

Total Dormer Area Allowance = _____ Sq. Ft. [11.E]

11.F SHED, PLAYHOUSE, and SIMILAR ACCESSORY STRUCTURE: The first 64 square feet of the aggregate floor area of a detached storage shed, playhouse, walled enclosure for refuse containers or swimming pool equipment, or similar enclosed structures are excluded from the calculation of GFA, provided that they are located in the rear quarter of the lot.

Total Shed, etc. Area Allowance = _____ Sq. Ft. [11.F]

11.G DETERMINE TOTAL ALLOWANCE FOR GROSS FLOOR AREA

Total Allowance = _____ Sq. Ft. [11.G]
[from 11. A. or 11.B. + 11.C. + 11.D + 11E. + 11F.]

STEP 12: SUMMARY OF GROSS FLOOR AREA (GFA) DETERMINATIONS

12.A TOTAL EXISTING AND PROPOSED GFA: _____ Sq. Ft.
[from 10.A]

12.B Subtract TOTAL ALLOWANCE FOR GFA: _____ Sq. Ft.
[from 11.G]

12.C FINAL PROPOSED GFA: _____ Sq. Ft. [12.C]
[12.A-12.B]

6.B FINAL PERMITTED GFA: _____ Sq. Ft. [6.B]

NOTE: The FINAL PROPOSED GFA [12.C] may not exceed the MAXIMUM PERMITTED GFA [6.B]

PREPARED BY: (Print or Type)

Place Design Professional SEAL below:

Name: _____

Company Name: _____

Full Address: _____

Phone: _____ Fax: _____

Email: _____ Date: _____

Signature: _____