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VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEMOLITION PERMIT APPLICATION

Applications for demolition of a principal structure on any property are subject to review by the *Historic Preservation Commission* (HPC) to evaluate structures to be demolished for architectural or historic significance. **The attached application form shall be accompanied by all required supporting documentation.**

Upon receipt of a complete application, Village staff will review Village property files and consult with the Winnetka Historical Society to document the property history, including but not limited to date of original construction, alteration permit records, property ownership information, and architects involved. The applicant is encouraged, but is not required, to submit any additional information on the property including interior photographs, floor plans, ownership history or other information which may help to establish the condition and character of the structure as well as any alterations thereto. If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.org.

The application materials and information gathered by Village staff will be transmitted to the HPC and evaluated at its regular monthly meeting, generally scheduled for the first Monday of each month at 7:00pm. **Applicants are required to attend the HPC meeting** to address issues or questions raised by Commissioners.

The HPC generally meets on the first Monday of each month. 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 6, 2026
May 4, 2026	April 3, 2026
June 1, 2026	May 1, 2026
July 6, 2026	June 5, 2026
August 3, 2026	July 2, 2026
September 21, 2026	August 21, 2026
October 5, 2026	September 4, 2026
November 2, 2026	October 2, 2026
December 7, 2026	November 6, 2026

Scope of initial review – In the event a structure proposed for demolition is found to have possible architectural or historical significance during the Historic Preservation Commission’s preliminary review of the application, the Commission may require that the applicant complete a more detailed *Historical Architectural Impact Study* (HAIS). If an HAIS is required, the HPC will require that applicant consult with an architectural historian to conduct additional detailed research and to prepare an HAIS. Once the HAIS is submitted by the applicant, the HAIS is transmitted to the Historical Society for comment and to the HPC for review and determination regarding the historic or architectural significance of the structure. An HAIS need not be submitted, and will not be accepted, until the HPC makes a determination during its preliminary review of the necessity for an HAIS.

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 and Deposit
 - Primary Structure \$16,070.00
 - Accessory Structure \$60.00
 - Deposit \$5,000.00
- 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.
- Proposed demolition schedule.
- Deed proving ownership (if property is owned by a trust or LLC, additional documentation is required).
- Signed Acknowledgment of Property Maintenance Responsibilities. Signed by owner (and applicant if different individual or entity) acknowledging responsibility to maintain property in accordance with Village Code
- Current photographs of all building elevations.
- Older photographs of the property, if available.
- If applicant is contract purchaser, attach executed copy of purchase agreement

Important Notes Regarding Issuance of Demolition Permits

Demolition permits will not be issued, and no demolition or construction activity may occur until the following items are completed:

- Building permit or site restoration permit is approved;
- Demolition permit from Cook County;
- Written confirmation from Village Water & Electric Department that water and electric meters have been removed and all electric power terminated**;
- Written confirmation from gas company to Community Development Department that gas has been terminated**.

****Electric and gas power service should remain provided to the building until either the Historic Preservation Commission has made its determination that a demolition delay is not warranted, or the demolition delay period imposed by the Commission has expired, whichever time period is greater. The purpose of this is to prevent damage to the building due to non-functioning mechanical systems (furnaces, sump pumps, etc.) that may cause such items as broken frozen water pipes, flooded basements from non-working sump pumps, etc.**

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

DEMOLITION APPLICATION

Permit No. _____

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Description of all structures to be demolished: _____

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)

Demolition Contractor Information *(If known, otherwise indicate "not known at this time")*

Legal Name: _____

Address: _____

City, State, ZIP: _____

Phone No: _____

Email: _____

Property Maintenance Requirements

During processing of the demolition permit, the owner and contractor must maintain the property in accordance with the Village Property Maintenance Code to avoid generation of nuisances. Accordingly, the following minimum requirements shall be adhered to:

- Grass shall be mowed and maintained at a height not to exceed 8 inches.
- Garbage, yard waste, miscellaneous rubbish, mail, and debris shall be removed from the property and not allowed to accumulate.
- Building(s) shall be secured (doors and windows in working order, closed and locked).
- No demolition or removal of building components may commence until the demolition permit has been issued. Commencement of demolition prior to issuance of permit will result in a Stop Work Order and double permit fees for all subsequent permits
- Approved tree fencing protections must be installed as directed by Village Forester prior to commencement of demolition. Lack of tree fencing will result in Stop Work Order and fines.

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 hereby agree to demolish the above structure or portion thereof, in accordance with the information submitted herewith and in strict compliance with all provisions of the Building Code and other related ordinances and regulations of the Village of Winnetka, and I/We hereby consent to inspection of the work during demolition and to the responsibility of maintaining the subject site and adjacent public and private properties in a good, safe and clean condition, including but not limited to the "Property Maintenance Requirements" listed in the previous section.
5. 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.**