

Certificate of Appropriateness – Design Review Application Process Flow Chart

**Applicant Submits
Completed Application
Form with All Required
Attachments**
(1 hard copy & 1 electronic copy)



**Village Staff
Review**



Staff deems application complete and sends notice for public hearing/meeting, if necessary.



**Design Review Board
Review & Final Action
(3rd Thursday of Month)**



**Village Council
Review & Final Action
Only for Those New
Buildings & Additions in
the C1 District
(1st & 3rd Tuesday of Month)**



**Village staff must issue
building permit prior to
Applicant constructing
improvements.**

