

**DEMO**



**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 Landmark Preservation Commission (LPC) and shall be accompanied by the attached completed application and all required supporting documentation. Incomplete applications will not be processed.

Upon receipt of a complete application, Village staff will consult property files and the Winnetka Historical Society to document the property history. The applicant is encouraged, but is not required, to submit any additional information on the property and alterations thereto.

The application and information gathered by Village staff will be transmitted to the LPC and evaluated at its regular monthly meeting, scheduled for the first Monday of each month at 7:00pm.

An application for demolition of a structure that is found upon initial review by the LPC to have possible architectural or historical significance must be further evaluated by the applicant and their agents in accordance with the Phase II Historical Architectural Impact Study (HAIS). Once the HAIS is submitted by the applicant, the HAIS is transmitted to the LPC for review and to the Historical Society for comment. An HAIS need not be submitted, and will not be accepted, until the LPC makes a determination of necessity during the Phase I review.

Applicants are required to attend the LPC meeting in order to address issues raised by Commissioners. The LPC meets on the first Monday of each month. Please refer to the following schedule of meetings and submittal deadlines:

<b>MEETING DATE</b>	<b>SUBMITTAL DEADLINE</b>
January 7, 2019	December 7, 2018
February 4, 2019	January 4, 2019
March 4, 2019	February 4, 2019
April 1, 2019	March 1, 2019
May 6, 2019	April 5, 2019
June 3, 2019	May 3, 2019
July 1, 2019	May 31, 2019
August 5, 2019	July 5, 2019
September 16, 2019	August 16, 2019
October 7, 2019	September 6, 2019
November 4, 2019	October 4, 2019
December 2, 2019	November 1, 2019

If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or [cmarx@winnetka.org](mailto:cmarx@winnetka.org).

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**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](mailto:cmarx@winnetka.org).)

- Complete application form (attached);
- Application Fee and Deposit
  - Primary Structure \$16,070.00
  - Accessory Structure \$45.00
  - Deposit \$3,000.00
- Proposed demolition and construction 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;
- Full-size property/topography/tree survey, (not reduced or enlarged) which is legible and includes the legal description of the property. The survey shall be prepared by an Illinois licensed land surveyor and shall show at a minimum the following information:
  - Dimensions of all lot lines, and a description of all easements upon, or abutting the property;
  - Location of all existing underground utilities;
  - All current improvements on the property;
  - Site topography, with spot elevations and elevation contours at a minimum 1-foot contour interval;
  - Location of all trees with a diameter of 8 inches or greater and 15 inches or greater aggregate total for clump or multi-stem trees, with notations of size and species. Any other concentrated areas of smaller trees or vegetation should also be shown and described.
- Older photos of the property, if available.

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**Important Notes Regarding Issuance of Demolition and Construction 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.

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:** \_\_\_\_\_

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

**Contractor Information** *(If known, otherwise indicate "not known")*

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

**Property Maintenance Requirements**

During processing of the demolition permit, it is important that the owner and contractor 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.

\_\_\_\_\_ (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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Acknowledgement of Owner and Applicant Property Maintenance Responsibilities**

I hereby acknowledge that in submitting the attached application for demolition, the subject property is and will continue to be maintained in accordance to all requirements of the Winnetka Village Code, including but not limited to the following specific standards:

- Grass is, and shall be, mowed and maintained at a height not to exceed 8 inches;
- Garbage, yard waste, miscellaneous rubbish, and debris have been removed from the property and will not be allowed to accumulate;
- Building(s) shall be secured (doors and windows in working order, closed and locked).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_