

CERTIFICATE OF APPROPRIATENESS APPLICATION



City of Elmhurst
Planning, Zoning & Economic Development Department
209 N. York Street • Elmhurst, Illinois 60126 • (630) 530-3100 (p) • (630)782-6310 (f)

CASE NUMBER: _____ DATE APPLICATION FILED: _____

A. LANDMARK INFORMATION

Common Address of Property: _____

Property Name (Historic and/or Common): _____

Property Identification Number (PIN): _____

Legal Description (*Attach additional sheets as necessary*): _____

B. APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Applicant Fax: Work:(____) _____ Home:(____) _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

C. PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Owner Fax: Work:(____) _____ Home:(____) _____

Owner Email: _____

Owner Signature: _____

D. CERTIFICATE OF APPROPRIATENESS STANDARDS

In making a determination whether to approve or deny an application for a Certificate of Appropriateness, the Commission shall be guided by the Secretary of the Interior's "Standards for Rehabilitation", as listed below.

Please provide a written response for each of the standards below, noting how your proposed project meets each criterion, where applicable.

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, structure or object and its site and environment.

- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

- c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved.

- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

E. DESIGN GUIDELINES FOR CERTIFICATES OF APPROPRIATENESS

The Commission, when determining whether to approve or deny an application for a Certificate of Appropriateness, shall at a minimum, consider the following architectural criteria listed below.

Please provide a written response for each of the guidelines below, noting how your proposed project was designed in accordance with the guidelines.

- a. Height. The height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in an historic district;
- b. Proportions of windows and doors. The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark;

- c. Relationship of Building Masses and Spaces. The relationship of a structure within an historic district to the open space between it and adjoining structures should be compatible;
- d. Roof Shape. The design of the roof, fascia, and cornice should be compatible with the architectural style and character of the landmark;
- e. Landscaping. Landscaping should be compatible with the architectural character and appearance of the landmark;
- f. Scale. The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in an historic district, as applicable;
- g. Directional Expression. Facades in historic districts should blend with other structures with regard to directional expression. Structures in an historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures;
- h. Compatibility. The directional expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character; and
- i. Architectural Details. Architectural details including types of materials, colors, and textures should be treated so as to make landmark compatible with its original architectural style and character of a landmark or historic district.

F. CERTIFICATE OF APPROPRIATENESS CHECKLIST

- _____ Completed Landmark application with authorized signatures

- _____ An overall site plan of the site, including front, side; rear elevation drawings shall be included in the case of alteration or partial demolition (*10 folded copies no smaller than 11" x 17"*)

- _____ Brief description of the structures, buildings, and objects on the site and the structures, buildings, and objects on site adjacent to and across from such original site

- _____ Detailed description of the proposed alteration or demolition, together with any architectural drawings, sketches, and photographs indicating how and to what extent such alteration or demolition shall affect a landmark or historic district (*10 folded copies no smaller than 11" x 17"*)

- _____ Names and addresses of the owners of property adjacent to and across a street or alley from the site

- _____ A list and photographs of significant architectural features in relation to the structures, buildings, or objects on the site previously designated by the Commission as being worthy of protection and preservation

- _____ Identification of any architect or developer involved in the alteration or demolition

- _____ Such other relevant information as requested by City Staff or the Commission

- _____ Payment of filing fee of \$100.00