

Village of



419 Richmond Road  
Kenilworth, IL 60043

Phone: 847-251-1666  
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E-mail: info@vok.org

## ARCHITECTURAL REVIEW COMMISSION CERTIFICATE OF APPROPRIATENESS

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant Information

**Applicant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Tenant /Business Information (if different than Applicant):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Property Owner Information (if different than Tenant/Business):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Consultants (as applicable):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

## Application Requirements

1. Submit 12 copies of the applicable items on the Certificate of Appropriateness Application Submission Checklist attached.

2. Description of Project:

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3. **Application Acknowledgements:**

By execution of this application in the space provided below, the applicant, tenant/business or owner do hereby certify, acknowledge, agree and affirm to the Village of Kenilworth that the information contained in this application is true and correct.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Certificate of Appropriateness Process:**

After this application and all necessary materials are submitted, the application will be put on the docket for an Architectural Review Commission (ARC) meeting. It is recommended that the application be submitted 45 days prior to the ARC meeting. The Village will provide the Applicant with a notification packet containing a notice to be delivered to all property owners living within 250 feet of the property and the Village will publish a legal notice in a local newspaper. Notifications must be done not less than 15 days or more than 30 days in advance of the public hearing date. Applicants should expect a hearing within 60 days of submitting an application. All applicants are encouraged to read the Kenilworth Zoning Ordinance.

Call Community Development Department at (847) 251-1666 or email [community@vok.org](mailto:community@vok.org) with any questions.

## **Certificate of Appropriateness Application / Submission Checklist**

This checklist summarizes the Certificate of Appropriateness application requirements for a submission to the Kenilworth Architectural Review Commission to be submitted after the pre-application meeting. It is used to evaluate proposals for consistency with the Kenilworth Zoning Ordinance and Design Guidelines for the Business District. The checklist is intended to serve as a tool for the building owner and architect or designer. The submission should refer to the Zoning Ordinance and Design Guidelines for the Business District in order to achieve a successful outcome.

**Design Guidelines for the Business District** are on the Village of Kenilworth's website: [www.vok.org](http://www.vok.org) , under "Forms", "Community Development Page"

All of the following items must be submitted before the Certificate of Appropriateness application will be scheduled for consideration by the Architectural Review Commission at an upcoming meeting.

This checklist must be completed and submitted with the application.

**Provide 12 copies of all applicable items.**

### **Fees:**

- Certificate of Appropriateness **filing fee of \$350.00**

### **Signage and/or Awning Requests:**

- Certificate of Appropriateness Application form
- Statement of Intent: describe the proposed sign and/or awning, the materials, and details of installation
- Site plan showing location of proposed sign and/or awning, with any associated landscaping or lighting
- Elevation or photograph of building façade with proposed sign and/or awning shown
- Sign and/or awning drawing with dimensions, materials, letter size, typeface and colors
- Samples of sign letters and/or awning materials and colors
- Sign Illumination: details regarding source, type and level of illumination (if applicable); level of illumination must be measured in foot candles
- Master Sign Plan if required by the Kenilworth Sign Code
- On-site mock-up may be requested by ARC to better understand the sign proposal

### **General Exterior Requests:**

- Certificate of Appropriateness Application form
- Description of exterior materials

- Samples of new exterior materials (including, but not limited to, manufactured cut sheets and/or product samples of roof materials, wall materials, window/door products, storefront glazing, light fixtures, etc); If appropriate, local addresses of buildings that use such materials
- Statement of Intent : identify existing site and building conditions; describe the proposed project and how the project meets the criteria in the Design Guidelines for the Business District; explain the design rationale

**Drawings and Supporting Documents - General Exterior Requests:**

- Plans and elevations to illustrate the existing site (drawings should be to scale)
- Plans and elevations of the proposal (drawings should be to scale); windows and doors with dimensions, materials and glazing patterns; exterior details, as appropriate, of millwork and any proposed special conditions.
- Streetscape elevations, showing rooflines and materials of adjacent structures
- Color photographs of the site and existing buildings adjacent to the site
- Supporting documentation, if any, related to the project
- Perspectives, drawings, sketches or model of the proposal , if requested by ARC, to show relationship to neighboring structures, the overall streetscape and human scale, with figures and dimensions
- Parking Lot Layout (if applicable)
- Lighting Plan of parking lot (if applicable)
- Landscape Plan (if applicable) with proposed species of vegetation and size at the time of planting; existing trees and vegetation to remain or be removed; existing and proposed hardscapes