



Village of Glencoe
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847-835-4111

March 1, 2002
June , 2002 Clarifications Added

Dear Homeowner, Architect, and Contractor:

The attached materials will help you to submit a complete building permit package for permit review. These materials reflect the most recent (August 17, 2000) changes made to the Glencoe Zoning Code by the Village Board.

Many numbers and calculations have been modified, new exclusions have been introduced, and several forms have been redesigned to make them more user friendly, so, if you are familiar with the previous requirements of the Glencoe Zoning Code, please do not assume that it is the same. These forms will require careful attention to detail.

The explanatory attachments are intended only as aids to understanding our Zoning Code. Additional explanation and answers to particular questions can be obtained either from the Building & Zoning Division staff or from the Zoning Code itself.

Please review the attached materials and call me or Nathan Parch if you have any questions.

Very truly yours,

John Houde
Building & Zoning Administrator

SELECTED DEFINITIONS FROM THE ZONING CODE TO AID IN UNDERSTANDING AND COMPLETING A BUILDING PERMIT APPLICATION

BASEMENT. A portion of a **structure** located partly underground having an average ceiling height above **grade** of more than 3.5 feet. *(See February 25, 1997 ceiling interpretation at end of definition section.)*

BUILDING. A **structure** having a roof, supported by columns or walls, for the shelter, support, or enclosure of persons, animals, or chattels. See Subsection 8-302S, "Structure," of this **Code**. References to "building" shall in all cases be deemed to refer to both buildings and **structures**.

BUILDING OR STRUCTURE FRONT. That exterior wall of a building most nearly parallel with and adjacent to the front lot line.

CELLAR. A portion of a **structure** located partly underground having an average ceiling height above grade of not more than 3.5 feet.

CORNER LOT. A **lot** abutting upon two or more **streets** or **rights-of-way** at their intersection or junction or a **lot** bounded on two sides by a curving **street** or **right-of-way**, any two **adjacent** chords of which form an interior angle not exceeding 120 degrees.

CORNER SIDE YARD LINE. A line drawn parallel to a **corner side lot line** at a distance therefrom equal to the depth of the required **corner side yard**.

COURTYARD. An open unoccupied space the perimeter of which is surrounded on 85 percent or more of its perimeter by the walls of a **dwelling** on the same **lot** (must face street).

DECK. A **structure** attached to or adjacent to any **dwelling unit** exceeding eight inches above **grade** that is designed and intended for the support of persons; and that has no part constructed above any **story** of such **dwelling**, excluding any **cellar** or **basement**.

EXTERIOR WALL. Any wall of a **building** or **structure** one side of which is exposed to the outdoors.

FRONT LOT LINE. In the case of an **interior lot** abutting upon only one **street**, the line separating such **lot** from such **street**; in the case of a **through lot**, each line separating such **lot** from a **street** shall be considered a front lot line; in the case of a **corner lot**, the shorter **lot line** separating such **lot** from a **street** shall be considered to be the front lot line. In no case shall a front lot line be less than 20 feet in length.

FRONT YARD LINE. A line drawn parallel to a **front lot line** at a distance therefrom equal to the depth of the required **front yard**. If the **front lot line** is not straight, then the front yard line shall be drawn as nearly parallel to such **front lot line** as possible but shall in no case be drawn closer to any point on such **front lot line** than the depth of the required **front yard**.

GARAGE OR GARAGE, PARKING. A **structure**, or part thereof, designed or used for the parking and storage of **vehicles** at one or more levels.

GRADE. The curb level of a **zoning lot**; provided that, where a **building** is located on a natural terrace or slope, the grade shall be established by the average ground level at the **building front**.

GROSS FLOOR AREA. The sum of the gross horizontal areas of all floors of the **buildings**, on a **lot** measured from the exterior face of **exterior walls** of each such **building**. Gross floor area shall include areas such as **basement** (but not **cellar**) floors; elevator shafts and stairwells at each floor; floor spaces, and shafts used for mechanical, electrical, and plumbing equipment; penthouses, attic floors, except where the clear ceiling height is less than seven feet; interior balconies and mezzanines; atria; covered porches; **bay overhangs**; **under bays**; **under eaves**; **sun decks**; **courtyards**; **decks** having either a floor at least 3.5 feet above **grade** or protective, decorative, or ornamental appurtenances (such as hand railings, benches, and the like) at least 3.5 feet above the deck floor; and floor space used for **accessory uses**. Gross floor area shall include floor area devoted to **parking structures**. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor. For purposes of this definition, the clear ceiling height of an attic shall be measured from the top of the ceiling joists for the floor below to the underside of the roof rafters, notwithstanding any cross ties, trusses, or other building components that may interrupt such space. (See February 25, 1997 ceiling interpretation at end of definition section.)

HEIGHT. The vertical distance measured from **grade** to the highest point of the roof for flat roofs, or to the deck line for mansard roofs, or to the mean height between eaves and ridge for gable, hip, and gambrel roofs, or to the highest point of a **structure** without a roof. When a parapet wall, a penthouse, or any similar **structure** is located on the roof of a **building**, height shall be measured to the highest point of said **structure** if any part of it extends above the height as measured pursuant to the first sentence of this definition. Notwithstanding the foregoing, mechanical equipment and any wall or similar **structure** designed exclusively for the purpose of **screening** such mechanical equipment from view shall not be considered in determining the height of a **building**. Chimneys shall not be considered in determining the height of a **building**.

PRE-FAR SINGLE FAMILY DWELLING. A single family dwelling for which at least 50% of its existing gross floor area was constructed before 6 September 1990. (17 August 2000)

PORCH. A roofed, open-air area of a **building** with no **exterior wall** (including windows, screens, shades, curtains, etc.) over 3.5 feet above the floor of such area, including loggias, pergolas, and the like.

STORY. Except as otherwise specifically provided in this **Code**, that portion of a **building** included between the surface of any floor and the surface of the floor next above it, or if there is no floor above, then the space between the floor and the ceiling next above it; provided, however, that for purposes of Subparagraphs 3-111A1(b) and 4-110A1(b), no floor used exclusively for parking purposes shall be counted as a story. The floor of a story may split levels provided that there is not more than four feet difference in elevation between the different levels of the floor. When the uppermost story of a **structure** has a ceiling **height** of seven feet or more over a floor area that is less than one-third of the floor area of the next lower story, then said uppermost story shall not be counted as a story; and when the uppermost story of a **structure** has a ceiling **height** of seven feet or more over a floor area that is one-third or more but less than one-half of the floor area of the next lower story, then said uppermost story shall be counted as a half story. A **basement** shall be counted as a half story. A **cellar** shall not be counted as a story. Any area in which the distance from one floor to the floor or ceiling above it is more than 14 feet shall be deemed to consist of one story for each 14 feet of height or fraction thereof. (See

February 25, 1997 ceiling interpretation at end of definition section and August 20, 1996 interpretation on story.)*

UNDERBAY. Any area not within the **exterior walls** of a **building** but lying directly beneath other **gross floor area** of a **building**, provided that: (i) such other **gross floor area** extends horizontally beyond the foundation of the **building** by more than 30 inches; and (ii) the clear ceiling height from the floor or grade of such area to the underside of such other **gross floor area** is at least seven (7) feet.

UNDEREAVE. Any area not within the **exterior walls** of a **building** but lying directly beneath eaves of such **building**, provided that: (i) the undereave shall only include the area beneath that portion of an eave extending more than 30 inches beyond the **exterior wall** of such **building**; and (ii) the clear ceiling height from the floor or grade of such area to the underside of such eave is at least seven (7) feet.

Changes to the Glencoe Zoning Code
August 17, 2000

The following changes were made to the Zoning Code:

1. The maximum height of principal structures in all residential zoning districts was reduced to 31 feet. The previous maximum heights were 35 feet in R-A, R-B, and R-C, and 33 feet in R-D.
2. The maximum height of accessory structures in all residential districts was reduced to 18 feet. The previous maximum height was 25 feet in all residential districts.
3. The maximum gross floor area was reduced 10% on lots 20,000 sq. ft. and larger, with proportional reductions on smaller lots. No change was made to lots smaller than 9,185 sq. ft.
4. The exclusion for a detached garage was reduced from 440 sq. ft. to 400 sq. ft.
5. The exclusion for an attached garage was reduced from 220 sq. ft. to 200 sq. ft. (Not allowed for corner lots).
6. It is no longer possible to take advantage of both of the above garage exclusions.
7. A new definition has been added to the Zoning Code - Pre-FAR Single Family Dwelling.
8. A new exclusion has been added for Pre-FAR Single Family Dwellings which allows the exclusion of basement from FAR calculations unless the average ceiling height of such basement is more than 4 feet above grade.
9. A new exclusion has been added for Pre-FAR Single Family Dwellings which allows the exclusion of up to 400 sq. ft. of attic space whether or not space is accessible by a fixed stairway.

AREAS TO INCLUDE IN F.A.R. CALCULATIONS

(Darkened words are defined terms)

1. All **Gross Floor Area** of each above **grade** floor of house. Include room areas 5 feet or more in height. Include all levels that have stairway access.
2. All **Gross Floor Area** of attached or detached garages and accessory buildings.
3. Those portions of house attics (only if that level is not accessed by a stairway) 7 feet or more in height even if the space is interrupted with cross ties or has a truss design. (Some attic space is subject to an exclusion - See 'Available Exclusions')
4. Attic areas next to room areas that are 5 feet or more in height adjoining the second or third floor of house even if the space is interrupted with cross ties or has a truss design.
5. Those portions of attached garage attics 5 feet or more in height adjoining the second or third floor of house even if the space is interrupted with cross ties or has a truss design.
6. **Basements** if bottom of first floor joist is more than 3 feet 6 inches above existing **grade** adjoining outside foundation areas. **Pre-FAR Single Family Dwellings** only, may use 4 feet above existing **grade**, but only if there is a difference in elevation of at least eight feet between the floor surface of the basement and the floor surface of at least 80% of the **story** above the **basement**. (For example the lower level of a 1990 or later split level house would typically be added to the floor area if the bottom of the ceiling joists above it are 3'-6" or more above **grade** as defined. The lower level of a pre-1990 split level house would be typically added to the floor area. If the bottom of the ceiling joists above it are 4'-0" or more above **grade** as defined for this pre-1990 split level home one can utilize the lesser of a 12% increase of the allowed gross floor area or 500 square feet. (There is no added F.A.R. zoning variation possible when this bonus is used.) (Contact the Community Development Department for detailed interpretation on slopes adjoining the building.)
7. Interior stairwells are counted at each floor.
8. Those portions of cathedral ceilings that are over 14 feet in height are counted as two stories.
9. Sheds and gazebos.
10. Open **decks** if the floor is more than 3 feet 6 inches above grade. Second or third floor **decks** over house areas below are not counted unless the rail is over 3 feet 6 inches high.
11. Roofed porches, including areas with open roof trellises. (An open porch across all or part of the front of house may be subject to an exclusion - See 'Available Exclusions')
12. Roof overhangs beyond 30 inches, balconies, chimneys, bay windows, and portions of a second floor that cantilever over certain first floor yards may count as two stories. (Contact the Community Development Department for details.) (These types of overhangs are subject to an exclusion - See 'Available Exclusions')
13. **Courtyards** facing a street may or may not be included. (Contact the Building & Zoning Department for details.)
14. Count 50% of all gross floor areas of CELLAR rooms such as below grade rooms or other areas that do not have a first floor room or garage above them.
15. Count 50% of those areas below decks/balconies when over cellar/basement patios for homes on ravine or lakefront bluffs.

AVAILABLE EXCLUSIONS
(Darkened words are defined terms)

1.a. The first 400 sq. ft. of any detached garage.

-OR-

1. b. The first 200 sq. ft. of attached garages located in the rear half of the lot, but this exclusion is not available to corner lots. The entire garage area must be located in the rear half of the lot.

2. That portion of a **porch** along a **building front** up to eight feet in depth. On a corner lot the front is that side of the lot with the narrowest width.

3a. The first 150 sq. ft. of unfinished attic space having a ceiling height of at least 7 feet, even if the space is interrupted with cross ties or has a truss design, provided that such attic is not accessible via a fixed, permanent stairway.

- OR -

3b. For **Pre-FAR single family dwellings** only: The first 400 sq. ft. of any attic or, if there is no attic otherwise included in the calculation of gross floor area and the **Pre-FAR single family dwelling** has more than two stories (excluding any basement) that have a difference in elevation of at least 8 feet between the floor surfaces of such stories, the uppermost story of such dwelling up to a maximum of 400 square feet.

4. The first 64 sq. ft. of chimneys, bays, balconies, and **under-bay** or **under-eave** areas that project not more than four feet from an exterior wall of a building.

5. That portion of a **courtyard** that is uninterrupted by walls as measured perpendicularly from either the front yard line or the corner side yard line.

REMINDER: The features that contain exclusions shall be shown and calculated separately on the appropriate Floor Area Ratio Calculation Sheets.

FAR TABLE A - August 17, 2000

Formula	Lot Size	Allowable Gross Floor Area
Lots less than 8,000 sq. ft. = $LA \times .40$	6000	2400
	6500	2600
	7000	2800
	7500	3000
Lots equal to or greater than 8,000 sq. ft. but not more than 9185 sq. ft. = $(LA \times .27) + 720$ BUT not less than 3,200 sq. ft.	8000	3200
	8500	3200
	9000	3200
Lots equal to or greater than 9,185 sq. ft. but not greater than 20,000 sq. ft. = $((0.27 \times LA) + 720) \times (1 - ((.1) \times ((LA - 9185) / 10815)))$	9500	3275
	10000	3394
	10500	3512
	11000	3628
	11500	3743
	12000	3857
	12500	3969
	13000	4081
	13500	4191
	14000	4300
	14500	4407
	15000	4514
	15500	4619
	16000	4722
	16500	4825
	17000	4926
17500	5026	
18000	5125	
18500	5223	
19000	5319	
19500	5414	
Lots equal to or greater than 20,000 sq. ft. = $(LA \times .2376) + 634$ BUT not less than 5,508 sq. ft.	20000	5508
	20500	5508
	21000	5624
	21500	5742
	22000	5861
	22500	5980
	23000	6099
	23500	6218
	24000	6336
	24500	6455
25000	6574	

Continue to use same formula for larger lots.

NOTES

1. LA = Lot Area
2. Use appropriate formula for lot sizes falling between those shown on this table.
3. Alternative formula for lots equal to or greater than 9,185 sq. ft., but not greater than 20,000 sq. ft.
(same result): $((.27 \times LA) + 720) \times (((20000 - LA) \times .000009246417) + .90)$

Instructions for Completion of Floor Area Ratio Calculation Sheets

STEP 1 - Compare your plat of survey to the actual building. Note whether any additions have been made, whether detached buildings are shown including sheds, whether porches are roofed, etc. It is important that the plat accurately represent the existing house and accessory buildings. Should you find that any discrepancies exist it will be necessary to have the survey updated.

STEP 2 - Calculate the lot area. In many cases this is as simple as multiplying the width by the length of a rectangular lot, but in other cases the surveyor will have to provide detailed calculations.

[If you prefer you may use attachments or extra pages for any of the following]

STEP 3 - Page 1 Line 2 (Calculation Summary Sheet) Use this space for a drawing (sketch is OK) of the lot showing direction and dimensions. Also show the calculations used to determine the total lot area. Enter lot area total square feet on Line 3.

STEP 4 - Page 2 (1st floor area) Note that the top half of the page is existing structures while the bottom half is for new construction or proposed additions. If you are proposing an addition, start at the top of the page (left side) with a drawing (sketch is OK) of the first floor of the existing house. Also show accessory buildings, if any. Divide the house and accessory buildings into easily calculated pieces. Show the measurements from outside (exterior) of each wall and calculate the area of each piece. Provide dimensions that can be substantiated. [STOP at this point and review all available exclusions that you may want to take. Make sure the excluded features are shown as separate items on your drawing and calculations.] Now identify and list each piece, then add the areas to obtain the 'Existing Total Sq. Ft.'

Now do the same on the bottom half of the page for the new construction or proposed addition. If your application is for new construction only, leave the top half of the page blank. Your plans may call for demolition of part of the 'Existing Total Sq. Ft.' If so, show those parts in your drawing with dotted lines and subtract the sq. ft. removed so that the 'Total Additions Sq. Ft.' is a net figure. The sum of the 'Existing Total Sq. Ft.' and the 'Total Additions Sq. Ft.' equals the 'Proposed First floor Total'. Insert that number in the appropriate space at the bottom of Page 2 and on Page 1 Line 4.

Page 3 (2nd floor area) Provide drawings and calculations for the second floor in the same manner. Remember measurements include the thickness of the exterior walls, interior stairwells are counted in the square footage of each floor, and cathedral ceilings over 14 feet high are counted in the square footage of each floor. It is also important to include any upper story areas that may extend beyond the first floor footprint of the house. Calculate 'Proposed Second Floor Total' and enter that number of Page 1 Line 5.

Page 4 (3rd floor area or attic) Continue in the same manner for third floor and or attic. If you have both 3rd floor and attic add an additional page. You should also use this page (or an additional page) if you have a basement that must be included in the FAR calculation (see 'Areas to Include in F.A.R. Calculations'). Calculate 'Proposed Third Floor or Attic Total' and enter that number on Page 1 Line 6 and/or Line 7.

STEP 5 - Page 5 (Exclusion Calculation Form) Follow the instructions on the form, first listing the total proposed sq. ft. of the feature for which an exclusion is available and then the amount of exclusion you are claiming, if any. Add Lines 2B, 3B, 4B, 5B or 5C, 6B, and 7B to determine the Total Exclusion. Enter Total Exclusion Sq. Ft. on Line 8 and on Page 1 Line 9.

STEP 6 - Page 1 Line 10 (Total Proposed Sq. Ft.) Subtract Line 9 'Total Exclusion Sq. Ft.' from Line 8 'Sub-total' to determine 'Total Proposed Sq. Ft.' Enter on Line 10.

STEP 7 - Page 1 Line 11 (Allowed FAR) Using the Lot Area (LA) from Line 3, apply the correct FAR formula from Table A to calculate allowable building sq. ft. Enter the result in Line 11. If Line 11 exceeds Line 10, your plans comply with the FAR calculations.

Floor Area Ratio Calculation Summary Sheet Page 1

1 Address:		
2 Drawing and calculations to determine lot area:		
3 Lot Area Total Sq. Ft.:	Sq. Ft.	
4 Proposed First Floor Total:		Sq. Ft.
5 Proposed Second Floor Total:		Sq. Ft.
6 Proposed Third Floor Total:		Sq. Ft.
7 Proposed Third Floor or Attic or Basement Total:		Sq. Ft.
8 Subtotal (Add Lines 4 through 7):		Sq. Ft.
9 Total Exclusions (From Exclusion Calculation Form):		Sq. Ft.
10 Total Proposed Sq. Ft. (Subtract Line 9 from Line 3):		Sq. Ft.
11 Total Allowed Sq. Ft. (Apply correct formula from Table A to Lot Area from Line 3):		Sq. Ft.
12 If Line 11 exceeds Line 10 the plans comply with FAR requirements		Yes () No ()

Prepared By:	
Architect Printed Name and Signature	
Staff Contact Name	
Telephone Number	Date
Checked By:	
Building & Zoning Administrator	Date

Exclusion Calculation Form Page 5

1. Address:

EXCLUSIONS :		Total	Exclusion
2A	Total Sq. Ft. of any detached garage	Sq. Ft.	
2B	Exclusion (If total on line 2A is greater than 400 sq. ft. enter 400 sq. ft.; if total is less than 400 sq. ft., enter total from line 2A)		Sq. Ft.
3A	Total Sq. Ft. of any attached garage. (The entire garage/s must all be located in the rear half of the lot.) <p style="text-align: center;">NOT FOR CORNER LOTS</p>	Sq. Ft.	OR ↗ ↘
3B	Exclusion (If total on line #A is greater than 200 sq. ft. enter 200 sq. ft., if total is less than 200 sq. ft., enter total from line #3A; all of garage must be in rear half of lot.)		Sq. Ft.
4A	Total Sq. Ft. of a porch along a building front up to 8 ft. deep. (zoning building front on corner lots is only on narrow side of lot)	Sq. Ft.	
4B	Exclusion Enter total from line 4A.		Sq. Ft.
5A	Total Sq. Ft. of any attic over 7 ft. high or 5 ft see #3, 4, + 5 of F.A.R. "Areas to Include" sheet	Sq. Ft.	
5B	Exclusion (If total on line 5A is greater than 150 sq. ft. enter 150 sq. ft.; if total is less than 150 sq. ft. enter total from line 5A BUT only if attic is not accessible by a permanent stair)		Sq. Ft.
5C	Exclusion (Pre-FAR Single Family Dwelling only: If total on line 5A is greater than 400 sq. ft. enter 400 sq. ft.; if total is less than 400 sq. ft., enter total from line 5A)		Sq. Ft.
Note: Only one attic exclusion is available, 5B or 5C, not both			
6A	Total Sq. Ft. of any under-bay or under-eave that project not more than 4 feet from an exterior wall - incl. chimneys, bays, balconies, etc.	Sq. Ft.	
6B	Exclusion (If total on line 6A is greater than 64 sq. ft. enter 64 sq. ft.; if total is less than 64 sq. ft., enter total from line 6A)		Sq. Ft.
7A	Total Sq. Ft. of the part of any courtyard open to the street	Sq. Ft.	
7B	Exclusion Enter total from line 7A		Sq. Ft.
8A	Total square feet of pergola.	Sq. Ft.	
8B	Exclusion (If total on line 8A is greater than 250 sq. ft. enter 250 sq. ft., if total is less than 250 sq. ft., enter total from line 8A)		Sq. Ft.
9	Total Exclusions (Add lines 2B, 3B, 4B, 5B, or 5C, 6B, 7B and 8B) (Enter here and on Page 1 Line 9)		Sq. Ft.