

APPLICATION FOR HISTORIC PRESERVATION REVIEW



CITY OF HIGHLAND PARK
1150 Half Day Road
Highland Park, IL 60035
phone: 847/ 432-0867 fax: 847/432-0964
www.cityhpil.com

OFFICE USE ONLY

Submission Date: _____

Case No.: _____

Hearing Date: _____

Address: _____ Within a District or an Individual Landmark? _____

Brief Description of Project: _____

Petitioner's Name (s): _____

Address: _____ Daytime Phone: _____

Home Phone: _____ Fax: _____

Email: _____

Property Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____

Email: _____

If Petitioner Is Different From Property Owner, Please Define Relationship:

Attorney's Name (if applicable): _____

Address: _____

Phone: _____ Fax: _____

Architect/Builder: _____ Contact: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signatures

Property Owner(s) Date

Petitioner, if different from Property Owner Date

APPLICATION FOR HISTORIC PRESERVATION REVIEW CHECKLIST



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TYPE OF REVIEW REQUESTED: (check all that apply)

- Certificate of Appropriateness
- Certificate of Economic Hardship (see staff for additional requirements)
- Other (please describe)

TYPE OF WORK PROPOSED: (check all that apply)

- Addition
- Alteration
- New Construction
- Restoration/Rehabilitation
- Relocation
- Demolition

CHECKLIST: (One full-sized copy, one digital copy, and eight (8) reduced 11x17 copy to be submitted)

For Alteration/Additions

- Existing and Proposed Floor plans
- Existing and Proposed Elevations
- Photographs of all exterior elevations which will be impacted
- Building materials described in relation to existing materials
- Written Narrative Describing the Project
- Other supporting documentation (please describe below)

For New Construction

- Floor plans for each level of proposed construction
- Front, side yard and rear yard elevations
- Site plan showing existing trees, driveway, walkways, required ravine setbacks, zoning information (setbacks and FAR calculations, etc.)
- Photographs of the site and its surroundings within 250' radius
- Samples of major building materials
- Typical building details
- Written Narrative Describing the Project
- Other supporting documentation (please describe below)

CERTIFICATE OF APPROPRIATENESS STANDARDS



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STANDARDS FOR CERTIFICATES OF APPROPRIATENESS

Below are the standards considered by the Historic Preservation Commission when awarding Certificates of Appropriateness for Additions/Alterations and New Construction. This is an abbreviated version of Sections 24.030 (C) and (D) of the Historic Preservation Ordinance:

- (1) Height. The height of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- (2) Proportion of front façade. The relationship of the width to the height of the front elevation of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.
- (3) Proportion of openings. The relationship of the width to height of windows and doors of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visually related.
- (4) Rhythm of solids to voids in front facades. The relationship of solids to voids in the front façade of the proposed new Structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visually related.
- (5) Rhythm of spacing and structures on streets. The relationship of the proposed new Structure or object to the open space between it and adjoining structures or objects shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
- (6) Rhythm of entrance porches, storefront recesses and other projections. The relationship of entrances and other projections of the proposed new Structure to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related.
- (7) Relationship of materials and texture. The relationship of the materials and texture of the façade of the proposed new Structure shall be visually compatible with the predominant materials used in the structures to which it is visually related.
- (8) Roof shapes. The roof shape of the proposed new Structure shall be visually compatible with the structures to which it is visually related.
- (9) Walls of continuity. Facades and property and site structures, such as masonry walls, fences, and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects, and places to which such elements are visually related.
- (10) Scale of a structure. The size and mass of the proposed new Structure in relation to open spaces, windows, door openings, porches, adjacent structures, and balconies shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which they are visually related.
- (11) Directional expression of front elevation. The proposed new Structure shall be visually compatible with the properties, structures, sites, public ways, objects, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.

- (12) Destruction or alteration of historic features. The distinguishing historic qualities or character of a Property, Structure, site or Object and its environment shall not be destroyed. The Alteration of any historic or material or distinctive architectural features should be avoided when possible.
- (13) Archaeological and natural resources. Every reasonable effort shall be made to protect and preserve archaeological and natural resources affected by, or adjacent to any project.
- (14) Architectural compatibility. In considering new construction, the Commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement for compatibility.
- (15) Use compatibility. Every reasonable effort shall be made to provide a compatible use for a Regulated Structure or Contributing Regulated Structure that requires minimal alteration of the Regulated Structure or a Contributing Regulated Structure and its environment, or to use a Regulated Structure or Contributing Regulated Structure for its originally intended purpose.
- (16) Maintenance of Time Period Appearance. All Regulated Structures or Contributing Regulated Structures shall be recognized as products of their own time and so alterations that have no historical basis and which seek to create an earlier appearance than is properly attributable to the particular Regulated Structure or Contributing Regulated Structure that is being altered shall be discouraged. However, contemporary design for Alterations and additions to Regulated Structures or Contributing Regulated Structures shall not be discouraged when such Alterations and additions do not destroy significant historical, architectural, visual, aesthetic, archaeological or cultural material, and such design is compatible with the size, scale, color, material, and character of the Regulated Structure or Contributing Regulated Structure, neighborhood or environment.
- (17) Significance of changes made in the course of time. Changes that may have taken place in the course of time are evidence of the history and development of Regulated Structure or Contributing Regulated Structure and their environments. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (18) Sensitivity to distinct features. Distinctive stylistic features or examples of skilled craftsmanship or artistry, which characterize a Regulated Structure or Contributing Regulated Structure, shall be treated with sensitivity.
- (19) Repair to deteriorated features. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material need not be identical to but should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures;
- (20) Surface cleaning. The surface cleaning of Regulated Structure or Contributing Regulated Structure shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historically, visually, aesthetically, culturally or archaeologically significant materials used in such Landmark, Regulated Structure, or a Contributing Regulated Structure shall not be undertaken;
- (21) Wherever possible, additions or Alterations to a Regulated Structure or Contributing Regulated Structure shall be done in such manner that if such additions or Alterations were to be removed in the future, the essential form and integrity of the Landmark, Regulated Structure, or Contributing Regulated Structure would not be impaired.