



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

Last Updated: December 11, 2020

[www.villageofglencoe.org](http://www.villageofglencoe.org)

## Exterior Appearance Review Application Packet

*This is a fillable PDF form. You may complete the form electronically and e-mail a copy to [publicworks@villageofglencoe.org](mailto:publicworks@villageofglencoe.org) or print deliver the form to the Public Works Department.*

Use this application to apply for Plan Commission review of any construction requiring a permit and affecting the exterior appearance of any structure in:

- Any business district; or
- The R-D district, except for single-family residences.

### Section A: Application requirements:

All materials listed below must be emailed to [publicworks@villageofglencoe.org](mailto:publicworks@villageofglencoe.org) or dropped off at Village Hall (675 Village Court) by the deadline for each month's meeting (see attached schedule).

- Completed Exterior Appearance Review application form
- Pre-application meeting form signed by Village staff
- Site plan (survey required unless waived by Village staff) showing location of proposed changes or new construction
- Detailed renderings of all proposed work, including colors and textures
- Letter of describing how the project meets the standards of the Design Guidelines
- Application fee (\$100, non-refundable)
- Other documentation as required by Village staff

Application fees must be paid by check made out to "Village of Glencoe". Checks may be dropped off at or mailed to:

Village of Glencoe  
675 Village Court  
Glencoe, IL 60022



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### Exterior Appearance Review Application

#### Section A: Project Type

Check all that apply:

- New building
- Alteration or addition
- Signage
- Other

#### Section B: Project Information

Subject property address: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Applicant phone: \_\_\_\_\_

Applicant e-mail: \_\_\_\_\_

Owner name (if different from applicant): \_\_\_\_\_

Owner phone: \_\_\_\_\_ Owner e-mail: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section C: Acknowledgement and Signature:**

I hereby acknowledge that all information provided in this application is true and correct.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner's signature (if different than applicant)*

\_\_\_\_\_  
*Date*

**Please e-mail, mail or deliver this form with any supporting material to:**

Public Works Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022  
Phone: (847) 835-4111 | E-mail: [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org)