



CITY OF HIGHLAND PARK
DESIGN REVIEW COMMISSION
APPLICATION FORM

<i>Date of Submission:</i>	
<i>Name of Building or Project:</i>	
<i>Project Address:</i>	
OWNER INFORMATION	
<i>Property Owner:</i>	
<i>Property Owner's Address:</i>	
<i>Phone:</i>	<i>Email:</i>
<i>Property Owner Signature:</i>	<i>Date:</i>
<i>Printed Name:</i>	
PROJECT INFORMATION	
<i>Project Representative (primary applicant):</i>	
<i>Project Representative Mailing Address:</i>	
<i>Phone:</i>	<i>Email:</i>

Please see the Checklist on Page 2 for required application materials.

Complete applications must be received at least 21 days before the target meeting date.

Applications for design review and approval are subject to the requirements of Chapter 176 of the City of Highland Park Zoning Code. A copy of Chapter 176 may be obtained online at:
<http://www.cityhpi.com/government/ordinances.html>.

Within 60 days of the proper filing of a complete application for a certificate of design approval, the Community Development Director shall either (i) grant the certificate, (ii) grant the certificate with modifications or conditions, (iii) deny the certificate, or (iii) refer the application to the City of Highland Park Design Review Commission for consideration.

It is the responsibility of the applicant to ensure that all necessary permits are filed with the City. Approval of the Design Review Commission does not imply that the project has met all code requirements of the City as subsequent approvals by the Building Division, Public Safety or Public Works may be required.

DESIGN REVIEW COMMISSION

APPLICATION CHECKLIST

APPLICATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> DRC Administrative Review \$100 | <input type="checkbox"/> All Variations and Sign Packages \$500 |
| <input type="checkbox"/> Awning \$100 | <input type="checkbox"/> Parkway or Driveway \$100 |
| <input type="checkbox"/> Building Review (up to 5,000 square feet) \$250 | <input type="checkbox"/> Lighting Plan Review \$100 |
| <input type="checkbox"/> Building Review (over 5,000 square feet) \$500 | |

SUBMITTAL REQUIREMENTS (9 paper copies + digital copy)

- Plat of survey** or site plan with scale and north arrow indicating:
 - Lot dimensions, total square footage, and required setbacks
 - Locations of existing and proposed buildings
 - Adjacent roadways with labels
 - This may not apply to small projects (small signs, awnings, etc)
- Elevation drawings** indicating material selections, illustrating proposed improvements. Please show adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.
- Scaled Color Renderings / Detail Sheets** of relevant improvements.
- Floor Plans** showing the interior layout of all proposed new or renovated structures.
- Contextual photographs** showing subject property in context of abutting properties and views from subject property.
- Lighting specifications** If new lighting is part of your proposal, see Article 6 of Zoning Code and submit:
 - Detail sheet with wattage, finish, and lens type for each proposed fixture;
 - Locations indicated on site plan, address I.E.S. Standards if applicable;
 - Height and light spread indicated on elevation drawing;
 - Photometric plan for new construction, parking, or other site lighting applications (min. 11"x17").
- Public Notification** Adjacent single-family homes need to receive a notification letter at least 15 days before the meeting date. See staff for a letter template. Mailings can be sent by standard postage (not Certified Mail).
- Material Samples** Sample of awning, siding, sign material, brick, etc. that you are proposing. Material Boards may be brought to the meeting.
- Electronic / Digital Copy of Materials** Via e-mail or on media, submit full color electronic versions of all graphics, elevations, surveys, etc in .pdf format and in original size.
- Landscape Plan & Tree Removal Plan** Elements of your plan may have landscaping requirements. See Article 22 in the Zoning Code for landscaping and screening standards. Plans must include planting quantities and species.
- Sign Variations & Sign Packages** If you are requesting a sign variation or sign package, be sure to address the standards in Article XX, the Sign Code. See staff if you need a copy.
- Written Project Narrative** A written narrative is required to describe the scope and context of your project. Additional literature, brochures, or photos may also be helpful to your proposal.
- Design Standards** Chapter 176 of the City Code lists Highland Park's Design Standards. It will be helpful to review them and address the standards in your written project narrative.

~ INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON A DRC AGENDA ~