

Design Review Application



SUBJECT PROPERTY INFORMATION	
Name of Building or Project:	
Property Address:	
Property's Current Zoning:	Property's Current Use:
Brief Description of Project:	

FOR INTERNAL USE ONLY
Case #:
Date Received:
<input type="checkbox"/> Administrative Review <input type="checkbox"/> Plan & Design Commission Review
Assigned to:
Fee Paid:

APPLICATION TYPE	
<input type="checkbox"/> Administrative Review \$100	<input type="checkbox"/> All Variations and Sign Packages \$500
<input type="checkbox"/> Building Review (up to 5,000 square feet)..... \$250	<input type="checkbox"/> Amendment to Approved Plans.....\$100
<input type="checkbox"/> Building Review (over 5,000 square feet)..... \$500	

PETITIONER & OWNER INFORMATION	
Petitioner (Project Representative)	
Petitioner's Name:	Phone:
Address (City, State, ZIP):	Email:
Owner	
Title Holder's Name:	Phone:
Address (City, State, ZIP):	Email:

PROPERTY OWNER SIGNATURE			
I, <input type="text"/> , being the undersigned beneficial owner(s)			
Print Name			
of the above described property, consent to this application for Design Review.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property Owner Signature	Date	Petitioner Signature (If Other Than Owner)	Date

APPLICATION CHECKLIST

Submittal Requirements:

- Plan and Design Commission: 10 paper copies + 1 digital copy
- Administrative Review*: 1 paper copy + 1 digital copy

Refer to the following informational pages to see if your application qualifies for Administrative Review.
Submit the following items to the Department of Community Development at 1150 Half Day Road, 2nd Floor.

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|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Plat of survey or site plan with scale and north arrow indicating:<ul style="list-style-type: none">- Lot dimensions, total square footage, and required set-backs- Locations of existing and proposed buildings- Adjacent roadways with labels- This may not apply to small projects (small signs, awnings, etc)<input type="checkbox"/> 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.<input type="checkbox"/> Scaled Color Renderings / Detail Sheets of relevant improvements.<input type="checkbox"/> Floor Plans showing the interior layout of all proposed new or renovated structures.<input type="checkbox"/> Contextual photographs showing subject property in context of abutting properties and views from subject property.<input type="checkbox"/> Lighting specifications
If new lighting is part of your proposal, see Article 6 of Zoning Code and submit:<ul style="list-style-type: none">- 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"). | <ul style="list-style-type: none"><input type="checkbox"/> Public Notification
No public notice necessary for Administrative Reviews. Plan and Design Commission reviews must follow Public Hearing notification requirements established in 150.1403.<input type="checkbox"/> Material Samples
Provide information on the siding, glazing system, exterior cladding, etc/ that you are proposing. Material boards may be brought to the meeting.<input type="checkbox"/> 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.<input type="checkbox"/> 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.<input type="checkbox"/> 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.<input type="checkbox"/> 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.<input type="checkbox"/> 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. |
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Important Design Review Information

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.cityhpil.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.

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON AN AGENDA

Design Review Guidelines

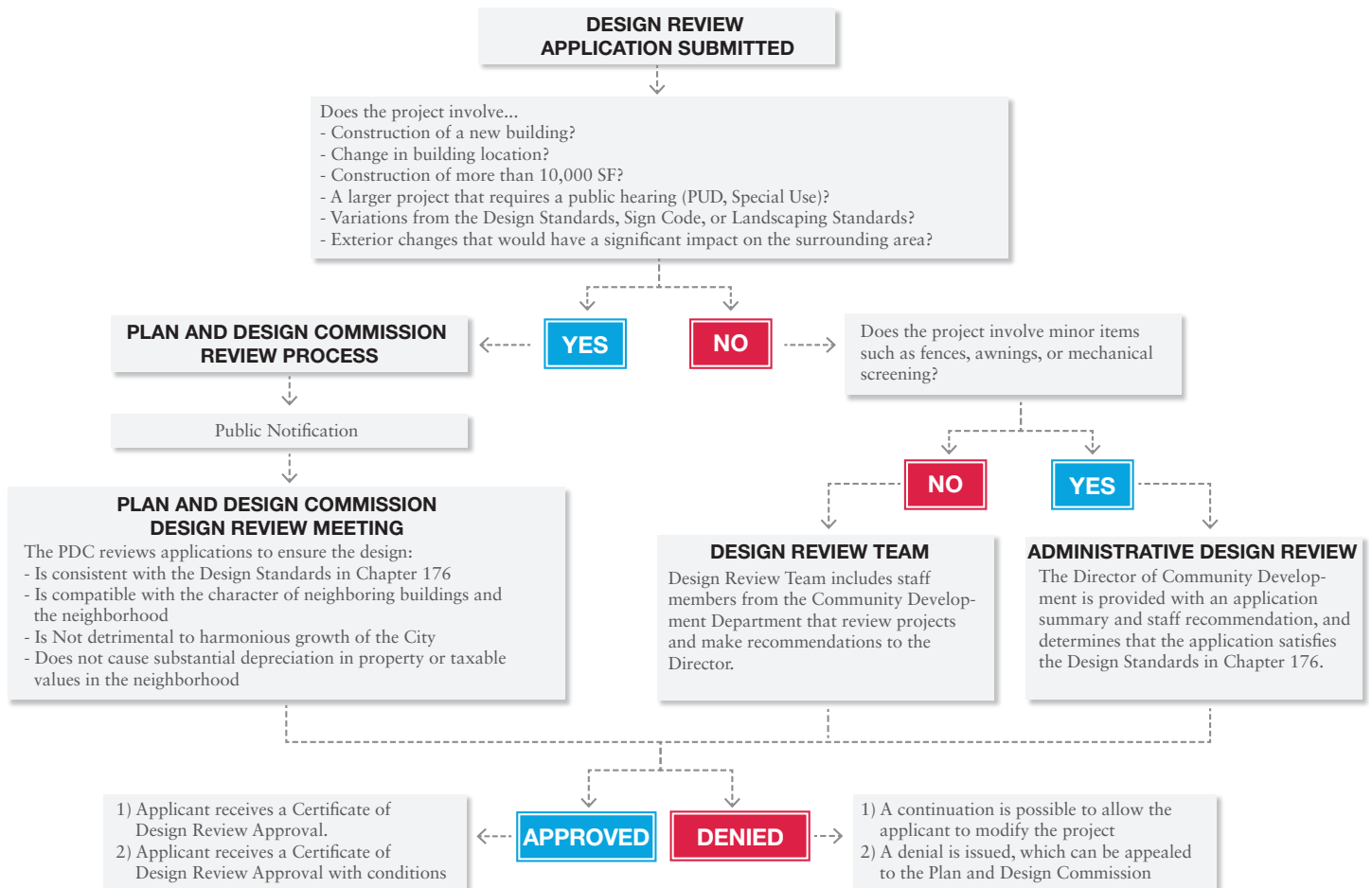
The Plan and Design Commission refers to the General Design Standards established in Chapter 176 of the City Code. The Standards provide a standardized set of criteria that applicants can use to shape their application. The following is a helpful summary of the criteria:

- 1) Site Plan
 - a) Does the project provide an adequate transition from the existing streetscape?
 - b) Is the principle entrance visible and accessible from the street frontage?
 - c) Appropriate building configuration?
 - d) Appropriate screening for exterior storage, utility meters, refuse areas, etc?
- 2) Site Treatment
 - a) Has the existing topography been preserved as much as possible?
 - b) Do pedestrian walkways use pavers, curbs, or other distinguishing materials to maximize their visibility and safety?
 - c) Has all new or improved utility infrastructure been placed underground?
- 3) Building Design
 - a) Are the building mass, scale, and roof forms harmonious with the design of adjacent buildings?
 - b) Does the building design make efforts to avoid monotony?
 - i) Roof line
 - ii) Windows
 - iii) Location and size of main entrance
 - iv) Location and orientation of garages
 - v) Cladding material and color
 - c) Are the building materials durable and easy to maintain?
 - d) Has mechanical equipment been adequately screened?
 - i) Rooftop equipment
 - ii) Ground-mounted equipment
- 4) Lighting
 - a) Are the light fixtures appropriate in scale and finish to the building?
 - b) Are light sources shielded from adjacent properties and rights-of-way?
 - c) Do fixture heights, designs, and lighting levels comply with Chapter 150?
- 5) Awnings, Fences, and Antennas
 - a) These must all be constructed to comply with their respective Articles in Chapters 150, 173, & 170

Design Review Process

Highland Park’s Plan and Design Commission will review your application if it falls into any of these categories outlined in the flow chart below, or if it is a referral to the Plan & Design Commission by the Director of Community Development. See the schedule of meeting dates and application deadlines for the Plan & Design Commission to determine when your application can be heard.

If your project doesn’t require review by the Plan & Design Commission, then it can be reviewed through an administrative process with the City’s Design Review Team. The Team reviews applications and provides a recommendation to the Director of Community Development. The Team meets twice a month on the second and fourth Wednesdays. Applicants are not required to attend these meetings. Applications are due 21 days prior to the target meeting date. Required application materials are shown on the Design Review Application Checklist.



Ground Sign Guidelines

WHAT IS A GROUND SIGN?

A “ground sign” is a sign that is mounted to or part of an independent base affixed to the ground and designed as an integral part of that base. Ground signs require a full foundation on the ground, and the foundation must be a part of, or connected to, the main sign face.

As the Sign Code indicates (Chapter 20 of the Zoning Code), ground signs are permitted in all zoning districts but are limited in size and type based on the location of the subject property. Generally, the base cannot be higher than three (3) feet, or six (6) feet in the Highway 41 Commercial Corridor. Please reference the Sign Code to find out what is permitted on your property.

POLES SIGNS PROHIBITED

A pole sign is any sign that is supported by one or more visible columns, uprights, poles, or braces that extend from the ground or from an object on or in the ground. Pole signs are prohibited within the City of Highland Park.

Figure 1. Sign Types



Ground Sign Guidelines continued

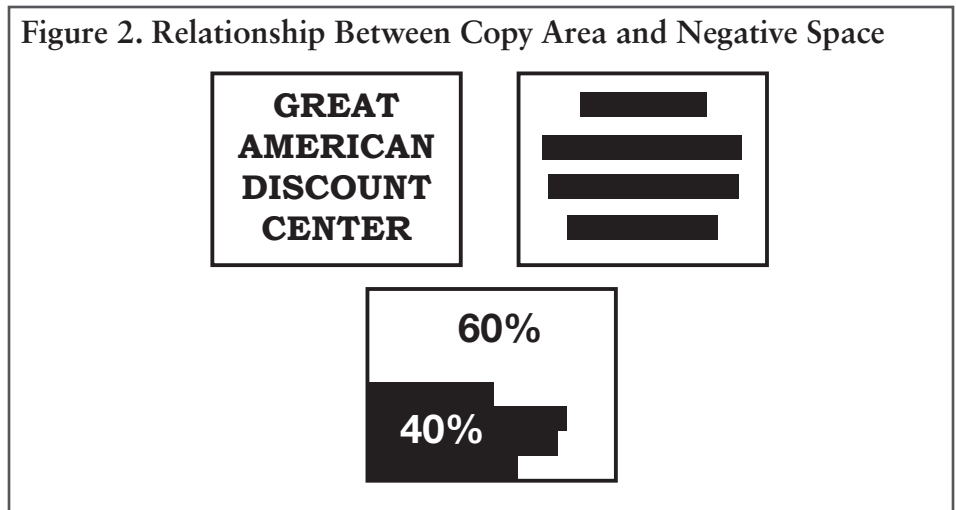
HIGHWAY 41 COMMERCIAL CORRIDOR GROUND SIGN VARIATIONS

Section 150.2031 allows for increases in sign area and height for properties in the B3 and I Districts, with frontage on Skokie Valley Road (U.S. Route 41) and located north of Clavey Road.

Negative Space for Sign Design

Negative Space is the open space surrounding the copy area of a sign face (see Figure 2). It is essential to legibility, particularly in signs in which the copy is displayed within a background panel. The United States Sign Council recommends that negative space should never be less than 60 percent of the copy area on any given background. The City of Highland Park adopted this standard to ensure optimum sign legibility within the Highway 41 Commercial Corridor, if a property owner applies for a variation requesting increased sign size or height.

Figure 2. Relationship Between Copy Area and Negative Space



Example Ground Sign Variation for the Highway 41 Commercial Corridor

If a sign face includes at least 60% negative space to increase legibility, then:

- Height may increase by 1 foot
- Size may increase by 50%
- Sign face may be up to 75 SF, but must include 60% negative space

Example calculation (Figure 3):

Maximum Size:
 $75 \text{ SF} + 50\% = 112.5 \text{ SF}$

Maximum Height:
 $18' + 1' = 19'$

Figure 3. Ground Sign Variation Example

