

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

The undersigned acknowledges and agrees that they are familiar with, have read and reviewed, and understand, all laws and regulations applicable to this application and the requested license/permit/authorization, including, without limitation, Chapter 176 of the City Code. The undersigned further agrees that the applicant complies with any and all eligibility requirements for the requested license/permit/authorization, and that the applicant will comply with all applicable laws and regulations with respect to the requested license/permit/authorization.

Print Name

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.

- | | |
|--|--|
| <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").<input type="checkbox"/> Lobbyist Registration Packet | <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. |
|--|--|

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

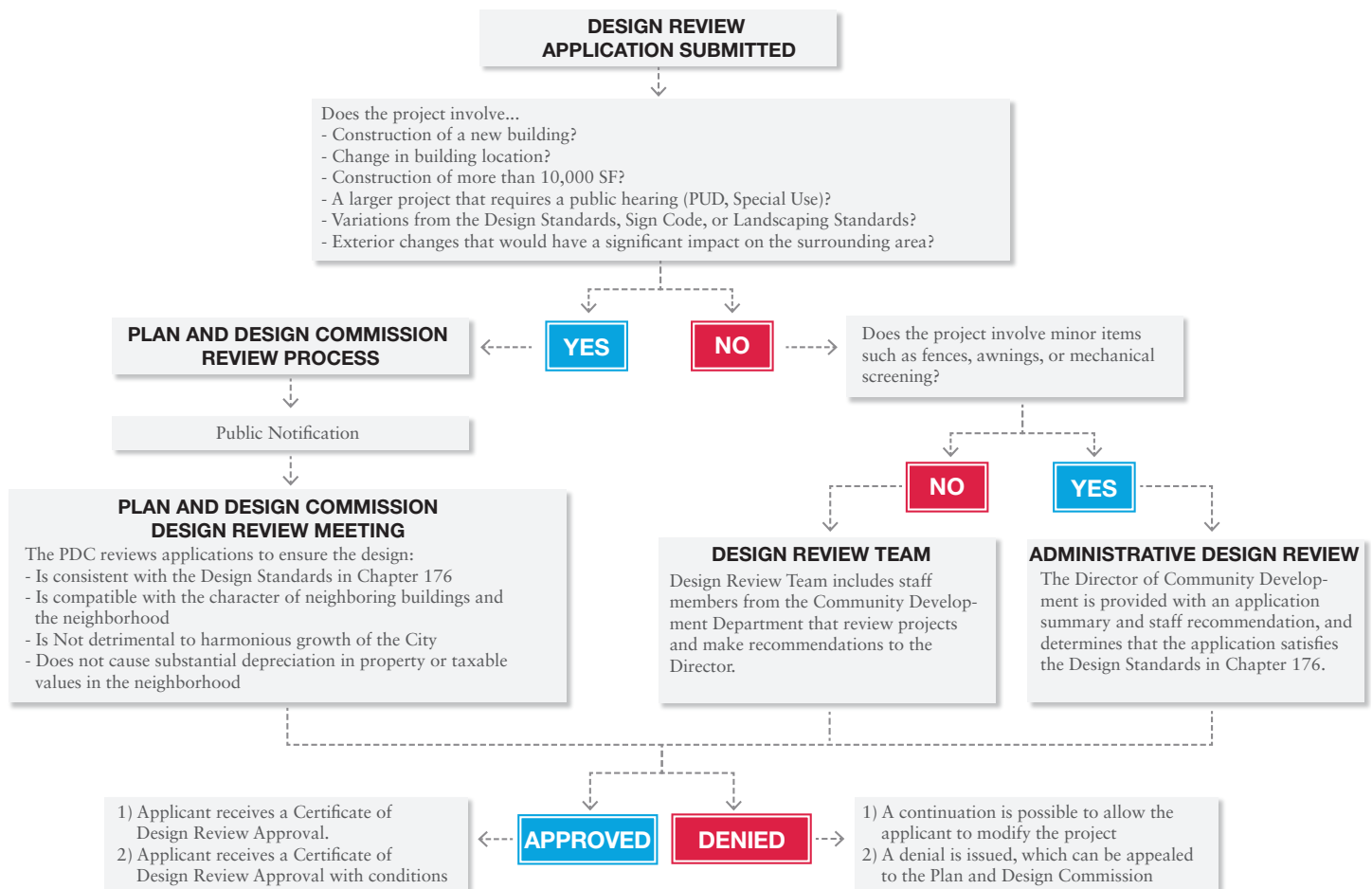
The Plan and Design Commission refers to the General Design Standards established in Chapter 176 of the City Code. The Standards provide a standardized set of criteria that applicants can use to shape their application. The following is a helpful summary of the criteria:

- 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

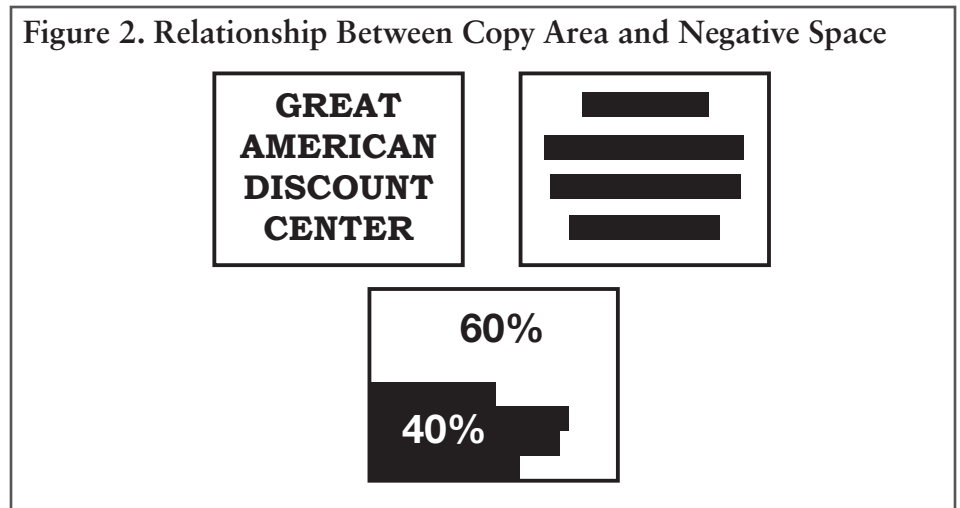
HIGHWAY 41 COMMERCIAL CORRIDOR GROUND SIGN VARIATIONS

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:

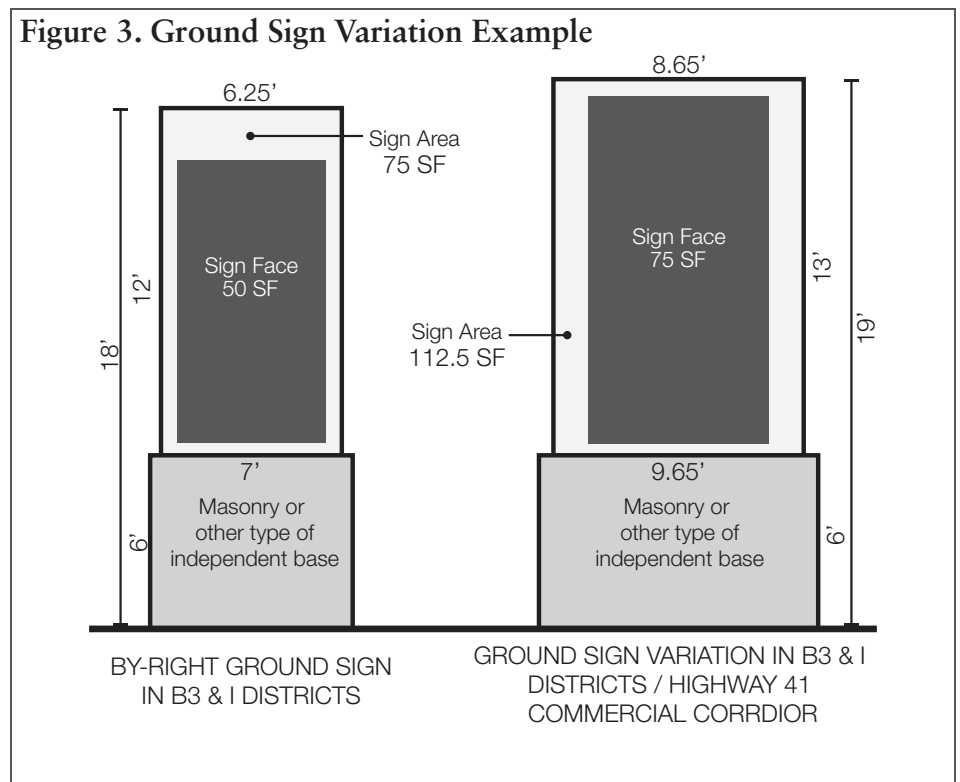
- Height may increase by 1 foot
- Size may increase by 50%
- Sign face may be up to 75 SF, but must include 60% negative space

Example calculation (Figure 3):

$$\begin{aligned} &\text{Maximum Size:} \\ &75 \text{ SF} + 50\% = 112.5 \text{ SF} \end{aligned}$$

$$\begin{aligned} &\text{Maximum Height:} \\ &18' + 1' = 19' \end{aligned}$$

Figure 3. Ground Sign Variation Example





1707 St. Johns Ave.
Highland Park, Illinois 60035
o: 847.926.1034 / f: 847.432.7625
cityhpil.com

Highland Park Lobbyist Registry

Dear Potential Lobbyist,

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2, and Section 37.006 of the Highland Park Code of 1968, as Amended, the City is authorized to regulate lobbyists. All persons who are compensated for their efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists each calendar year or within five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

Lobbyist Registration includes the names and addresses of the lobbyist's clients, and payment of an annual registration fee of **\$25.00**. If at any time a lobbyist's client list changes, an amended registration needs to be filed with the City Clerk's Office.

Please complete the form that has been included and return to City Staff within five business days of completing your application to appear before the Plan and Design Commission or the Zoning Board of Appeals. To determine if you are considered a lobbyist under the City's Ordinance, or if you are exempt from registering as a lobbyist, please review the enclosed information on Lobbyist Registration or contact me at (847) 926-1034.

Sincerely,

Ashley Palbitska
Deputy City Clerk
City Manager's Office
apalbitska@cityhpil.com





City of Highland Park

City of Highland Park
City Clerk's Office
1707 St Johns Avenue
Highland Park, Illinois 60035

Lobbyist Registration PLEASE PRINT

Date: _____

Name of Registrant: _____

Registrant's Company Name: _____

Permanent Address (Street, City, State, Zip): _____

Phone Number: _____ E-Mail Address _____

Temporary Address While Lobbying:
(Street, City, State, Zip): _____

Please fill out the below information for each client and/or business entity for which the registrant expects to act as a lobbyist (if you have more than one client and/or business entity, please attach a full listing)

Name: _____

Business Address (Street, City, State, Zip): _____

Permanent Address (Street, City, State, Zip): _____

Nature of Business: _____

Will the registrant receive compensation from the client? ☐ Yes ☐ No

Will the registrant incur expenditures in connection with the representation of this client? ☐ Yes ☐ No

The undersigned, being first duly sworn, on oath deposes and says that he/she has read the foregoing registration and knows that contents thereof and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

☐ Yes

Signature: _____

For more information about registration, please utilize the attached information that includes the City of Highland Park Municipal Code Section 37.006 - Lobbyist Registration.

For more information about lobbyist registration, please contact the City Clerk's Office at (847) 926-1034

1707 St. Johns Ave.
Highland Park, Illinois 60035
o: 847.926.1034 / f: 847.432.7625
cityhpil.com

Lobbyist Registration

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2 and Section 37.006 of the Highland Park Code of 1968, as amended, the City is authorized to regulate the lobbying of City officials and staff for the purpose of influencing City actions and decisions.

In accordance with City Ordinance No. 15-12, passed on February 13, 2012 (effective on March 15, 2012), all persons who are compensated for efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists not later than January 20th of each calendar year, or written five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

The registration must include the names and addresses of the lobbyist's clients, and payment of an annual registration fee of \$25. Lobbyists would be required to file amended registrations throughout the year as necessary, and to notify the City Clerk upon termination of their lobbyist activities. Lobbyist registration information is available through the City Clerk's office for public inspection.

Ordinance No. 15-12 exempts certain activities from the definition of lobbyist, including:

- Filing an application for City permit or license;
- Responding to Request for Proposal or formal bid solicitation;
- Representation by an employee, director or officer of a not-for-profit entity for that entity; and
- Unpaid representation.

Failure to register is punishable by a fine of \$500.00, plus an additional \$500.00 for failure to register within 10 days after receipt of a notice from the City Clerk.