

**VILLAGE OF BANNOCKBURN**  
**Architectural Review Commission Application**

REVISED September 2017

**1.0 General Information**

**1.1 Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Interest in Subject Property: \_\_\_\_\_

**1.2 Owner (if different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**1.3 Subject Property**

Address of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel Index Number(s): \_\_\_\_\_

Has any variation or special use permit been granted for this property? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please identify the ordinance or other document granting such zoning relief.

**1.4 Trustees Disclosure**

Is title to the property in a land trust? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, full disclosure of all trustees and beneficiaries is required.*

**1.5 Consultants**

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers or attorneys:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

1.6 Village Officials or Employees

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes:\_\_\_ No:\_\_\_

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

1.7 Description of proposed work

Provide a brief description of the proposed construction, alteration, enlargement, or remodeling work on the Subject Property: \_\_\_\_\_

**Samples of the exterior materials must be submitted for review.** Applicant shall be required to certify that the samples match the above described materials.

2.0 **REQUIRED SUBMITTALS [Please make sure your submittals are collocated into packets & folded prior to submittal to the Village.]**

2.1 **FEES:**

	Fee (non-refundable)	+ Escrow	Total \$ Required at Submittal
Residential Projects Under \$100,000	\$100	\$200	<b>\$300</b>
Residential Projects Over \$100,000	\$200	\$500	<b>\$700</b>
Commercial Projects Under \$100,000	\$150	\$500	<b>\$650</b>
Commercial Projects Over \$100,000	\$250	\$500	<b>\$750</b>

Subsequent reviews on the same issue will require the resubmittal of the same fees as noted above.

**All submittals below also require one (1) Digital Submittal (via PDF) to the staff member working on the project.**

2.2 Ten (10) Copies of Site Plan no smaller than 11” x 17” and no larger than 30” x 36” (Folded to 8.5" x 11").

Site Plan must show all dimensions of and improvements (existing and proposed) upon, the Subject Property, including buildings, driveways, walkways, generators, fencing, etc. Site plan must also include all relevant zoning information, including lot area, floor area of all principle and accessory

buildings, coverage of all impervious surfaces on lot, the heights of all structures, number of parking spaces, and all required yard setbacks. Complete Floor Area Information Sheet (attached) to the Application.

- 2.3 Ten (10) Copies of Elevation Drawings of Proposed Structure no smaller than 8.5" x 11" and no larger than 11"x17" (Folded or Reduced to 8.5" x 11").
  - 2.3.1 Scaled, color elevations of the proposed structure are **required** for any structure **greater than** 120 sq. ft. Include on elevation all existing and proposed gutters/downspouts, light fixtures (even those that may not be visible via the elevations such as recessed lights), and doors.
  - 2.3.2 New Residential Structure Shall Also Provide Color Perspectives of the Proposed Residential Structure Depicting the Structure's Relationship to Neighboring Structures and to the Overall Site.
  - 2.3.3 New Residential Structures and Additions are also required to show the roof plan identifying the scale of the roof tiles and the pitch.
- 2.4 Ten (10) Copies of the Landscaping Plan / Reforestation Plan / Opacity Plan for the Subject Property no smaller than 11" x 17" and no larger than 30" x 36" (Folded or Reduced to 8.5" x 11"). Plan must be large enough to clearly depict all necessary information.

**Include the species, caliper size, number of, and condition of existing and proposed plant materials. Additionally, demonstrate how the plan meets bufferyard requirements. Include opacity chart on the front page of the landscape plan.**

- 2.5 Ten (10) Copies of Exterior Lighting Plan for the Subject Property no smaller than 11" x 17" and no larger than 30" x 36" (Folded to 8.5" x 11"). Plan must be large enough to clearly depict all necessary information.
  - 2.5.1 Include any Existing Exterior Lights on plan even if it is proposed to be removed.
  - 2.5.2 Provide fixture specifications for any and all proposed lighting including light output (in lumens) information, size of fixture, proposed or existing mounted height, and quantity of fixtures. Include photo of proposed fixture(s).
  - 2.5.3 Include legend indicating number of each type of fixture on plan and identifying new fixtures and proposed fixtures.
- 2.6 Ten (10) Copies of Vicinity Map (Folded or Reduced to 8.5" x 11"). Vicinity Map must show approximate locations and dimensions of all structures, buildings, and significant natural or topographical features of Subject Property and all adjacent properties up to 250 feet from Subject Property.

2.7 Exterior Materials.

Describe the type, color, and texture of the exterior building materials for the proposed work described in part 1.7 on page 2. \_\_\_\_\_

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Samples of the exterior materials must be submitted for review. Applicant shall be required to certify that the samples match the above described materials.

2.8 Photographs.

Applicant must submit a least one (1) set of photographs of the Subject Property and its improvements, as well as photographs showing adjoining properties as viewed from Subject Property. Please identify subject and date of photograph on reverse side of photo.)

2.9 Application. Please provide 10 copies of this application after it has been filled out and signed by the applicant and owner of the property.

**3.0 CERTIFICATIONS**

3.1 The Applicant and Owner certify that this application is filed with the permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do so.

3.2 The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.

3.3 **The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying application.**

3.4 The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any consultants' fees. By signing this pre-application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.

3.5 The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.

3.6 *The Owner (authorized representative for commercial buildings) must be present at the Architectural Review meeting.*

3.7 **An Architectural Review Permit shall become null and void six months after the date on which it was issued unless within such period the work authorized by such certificate is commenced.** An Architectural Review Permit shall relate solely to the work shown on plans approved by the issuance of such permit and it shall be unlawful for any person to deviate from such plans without obtaining an amended permit in the same manner as herein provided for obtaining original permits

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Applicant

Date:\_\_\_\_\_

Date:\_\_\_\_\_

## ARCHITECTURAL REVIEW COMMISSION CHECKLIST

Assuming the property is zoning compliant and there are no other outstanding issues, below please find the general Architectural Review Commission (“ARC”) checklist (*please verify requirements for each project as it may require more or less depending on the scope of the project*):

**A Pre-application meeting** with Village staff will be necessary for larger projects, like a new home construction (please discuss with Staff whether this requirement applies to your project).  
Please set this meeting up with Staff prior to submittal of documents.

The Village will need one electronic (PDF emailed to Village Staff) and **10** sets (hard copies) of the following documents in order to submit to the ARC:

1. An ARC application & Application fee
2. Brief description of Improvements (Project Proposal)
3. Pictures of all 4 sides of the property
4. Survey of Property & Site Plan
5. Details on foundation and how utilities will be provided
6. Complete Updated Color Elevations to scale (must include dimensions)
7. Landscape Plans [existing tree survey, proposed tree plantings and opacity chart may be required for your project (this must be signed off by our Village Forester)]
8. Exterior lighting plan if adding lights (depending on the amount of lights a photometric study may be required). Specification of proposed lights required.
9. Specifications and/or drawings for any accessory structures
10. Sanitary Sewer Connection from IEPA (large commercial users)
11. Letter of No Impact from Stormwater Management Commission (unless already obtained)
12. Floor Area Ratio calculation sheet
13. Zoning Data Table
14. Plans will be need to be signed off by our Village Engineer.
15. Samples of materials

Note: there may be other documents required by the Village depending on the scope of your ARC application.

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As part of the building permit process\* (which will immediately follow ARC review and approval upon the successful completion of a building permit application and all required documentation), we will need 3-5 sets for residential projects and 4-5 sets for commercial project of the following:

1. Grading Plans with setbacks (5 sets of plans)
2. Landscape Plans (5 sets of plans)
3. Stamped Architectural drawings (Residential – 3 sets of plans; Commercial - 4 sets of plans)

\*The Building Permit Application can be found on the Village Website at

[http://bannockburn.org/government/documents\\_applications/](http://bannockburn.org/government/documents_applications/)

\*Additional information regarding building permits can be found at:

<http://bannockburn.org/government/building-and-zoning/applications-and-resources/>

**2017 Architectural Review Commission**  
**Meeting Dates & Submittal Deadlines**

*[\*Submittal deadlines subject to change without notice due to unforeseen circumstances – please verify with Village Staff regarding submittal deadlines]*

<b>Architectural Review Commission</b>	
<b>*Submittal Deadline 1st Monday of Month</b>	<b>Meeting Date Tuesday after the 3rd Monday of the Month, Unless otherwise noted</b>
January 3, 2017	January 17, 2017
February 6, 2017	February 21, 2017
February 27, 2017	March 14, 2017 (2 <sup>nd</sup> Tuesday)
April 3, 2017	April 18, 2017
May 1, 2017	May 16, 2017
June 5, 2017	June 20, 2017
July 3, 2017	July 18, 2017
July 31, 2017	August 14, 2017 (Monday @ 6:00 p.m.)
September 5, 2017	September 19, 2017
October 2, 2017	October 17, 2017
November 6, 2017	November 21, 2017
November 27, 2017	December 11, 2017 (Monday @ 6:00 p.m.)
January 2, 2018	January 16, 2018

**VILLAGE OF BANNOCKBURN**

**FLOOR AREA INFORMATION SHEET**

OWNER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

<b><u>EXISTING</u></b>	<b><u>PERMITTED MAXIMUMS</u></b>	<b><u>PROPOSED</u></b>
<b>LOT AREA:</b> _____	<b>LOT AREA:</b> <sup>iii</sup> _____	<b>LOT AREA:</b> _____
<b>GROSS FLOOR AREA:</b> <sup>i</sup>		<b>GROSS FLOOR AREA:</b>
First Floor: _____		First Floor: _____
Second Floor: _____		Second Floor: _____
Third Floor: _____		Third Floor: _____
If Floor is >14 feet in height, additional "volume area": _____		If Floor is >14 feet in height, additional "volume area": _____
Attic: _____		Attic: _____
Basement: <sup>ii</sup> _____		Basement: _____
Garage/Parking Structure: _____		Garage/Parking Structure: _____
Accessory Buildings: _____		Accessory Buildings: _____
Other: _____		Other: _____
<b>TOTAL GROSS FLOOR AREA:</b> _____	<b>TOTAL GROSS FLOOR AREA:</b> _____	<b>TOTAL GROSS FLOOR AREA:</b> _____
<b>FLOOR AREA RATIO:</b> _____	<b>FLOOR AREA RATIO:</b> <sup>iv</sup> _____	<b>FLOOR AREA RATIO:</b> * _____

**ARCHITECT/BUILDER CERTIFICATION:**

I, the architect/builder for the owner(s) listed above, have personally reviewed the plans submitted to the Village of Bannockburn, which plans were prepared by \_\_\_\_\_ and dated \_\_\_\_\_, and hereby certify that the calculations referenced above are truthful and accurate.

Architect/builder signature: \_\_\_\_\_

\* If the proposed Floor Area Ratio is within either three (3) percent or 250 square feet of the maximum permitted Floor Area Ratio for this property, the owner is required to submit to the Village system-compatible CAD data, in electronic format (or such other confirming materials as may be acceptable to the Village), for independent verification by the Village or its consultant, which verification shall be at the owner's expense.

## DEFINITIONS

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<sup>i</sup> **Gross Floor Area** is defined as “The sum of the gross horizontal areas of all floors of a building or of such area thereof devoted to a specific use, measured from the exterior face of exterior walls or from the center line of walls separating two buildings or uses. Gross floor area shall include areas such as basement floors; elevator shafts and stairwells at each floor; floor spaces and shafts used for mechanical, electrical, and plumbing equipment; penthouses; attic floors; interior balconies and mezzanines; atria; enclosed porches and floor space used for accessory uses. Gross floor area shall also include floor area devoted to parking garages and structures, but not parking lots. No floor area devoted to a public water storage facility shall be included in gross floor area. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor; provided, however, that such ceiling height limitation of fourteen (14) feet shall not apply to warehousing or storage areas within a business headquarters planned unit development.” See 12-101F of the Bannockburn Zoning Code.

<sup>ii</sup> **Basement** is defined as “A portion of a structure located partly underground having an average ceiling height above grade of more than 2 feet but less than 6 feet.” See 12-101B of the Bannockburn Zoning Code.

<sup>iii</sup> **Lot Area** is defined as “The total land and water area included within lot lines, excluding, however, land areas subject to easements for public or private access or egress.” See 12-101L of the Bannockburn Zoning Code.

<sup>iv</sup> **Floor Area Ratio** (FAR) is defined as “The gross floor area of a building divided by the total lot area of the zoning lot on which it is located. For planned developments, the FAR shall be determined by dividing the gross floor area of all principal buildings by the net area of the site.” See 12-101F of the Bannockburn Zoning Code.

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