

## LEVEL II Architectural Review Commission Application

### VILLAGE OF BANNOCKBURN

<b>Address of Subject Property</b> (where work is proposed)	
<b>PIN of Subject Property</b>	

*Please note that the Village may request the Legal Description of the Subject Property*

<b>Zoning of Subject Property</b>	
<b>Present Use of Subject Property</b>	
<b>Estimated Cost of Proposed Work</b>	\$

<b>Description of proposed work</b> (provide a brief description of the proposed construction, alteration, enlargement, or remodeling work on the Subject Property– a separate more detailed sheet should be provided):

<b>Applicant Full Name</b>	
<b>Applicant Address</b>	
<b>Applicant Email</b>	
<b>Applicant Telephone Number</b>	
<b>Applicant's Interest in Subject Property</b>	

<b>Owner Full Name</b>	
<b>Owner Address</b>	
<b>Owner Email</b>	
<b>Owner Telephone Number</b>	

Date Received          Fees Paid: _____	<h3 style="text-align: center;">OFFICE USE</h3> Staff Review Completed by: _____  Project is Zoning Compliant: <input type="checkbox"/> YES <input type="checkbox"/> NO  Application Action Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied
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*Updated 05-2018*

**FEES^:**

<b>Level II Application</b>	<b>Fee (non-refundable)</b>	<b>+ Escrow</b>	<b>Total \$ Required at Submittal</b>
Residential Projects Under \$100,000	\$100	\$200	<b>\$300</b>
Residential Projects Over \$100,000	\$200	\$500	<b>\$700</b>
Non-Residential Projects Under \$100,000	\$150	\$500	<b>\$650</b>
Non-Residential 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.

^Incomplete applications may encounter substantial charges for preparation assistance or rush processing, up to 1.0% of the project cost.

**PLEASE ANSWER THE QUESTIONS BELOW/PROVIDE THE REQUESTED INFORMATION**

**ECONOMIC / FAMILY INTEREST:**

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.)

**CONSULTANTS:**

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

[Please provide the information on a separate sheet of paper when submitting this document.]

**STATEMENT OF GOALS**

Provide a written statement on a separate sheet of paper as to how the work proposed to be done advances the purposes and goals set forth in §260-1166B of the code, and of how such work achieves or preserves the standards and considerations of §260-1166F of the Code.

**STATEMENT OF DISADVANTAGE**

Provide a written statement on a separate sheet of paper as to what disadvantage, if any, the applicant will suffer if the work proposed to be done is not allowed.

**REQUIRED LEVEL II ARC REVIEW SUBMITTALS / 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*):

**[Please make sure your submittals are collated into packets & folded prior to submittal to Village Staff.]**

**All submittals below require submittal of TEN (10) hard copy sets (at least 11” x 17” in size) and one (1) digital copy (via PDF) set of plans to the staff member working on the project. [Some of these items may not be required, and may be waived in writing by the Village Manager.]**

Submitted	Submittal Documentation Required <sup>1</sup>
	Level II ARC Application
	Brief Description of Improvements (Paragraph or more describing the details of your project)
	Floor Area Ratio calculation sheet (document is attached to the application)
	Zoning Data Table
	Pictures of all 4 sides of the property (to be able to see the existing conditions that exist for this project)
	Site Plan / Survey (illustrating details of improvements)
	Landscape Plan (If landscaping is proposed/required as part of project. Make sure to include the following pieces of the plan at the very least: Tree Inventory, Opacity Chart, Tree Preservation Plan)
	Detailed Colored Building / Structure Plans (Building Elevations / Structure Elevations) & Specifications and/or drawings for any accessory structures
	Samples of materials
	Exterior Lighting Plan (if adding lights) & Specifications of all the proposed lights (Depending on the amount of lights added, a photometric study may be required.)
	Details on foundation being installed (if applicable) & how utilities are proposed to be provided (if applicable)
	Sanitary Sewer Connection from IEPA (large commercial users) (staff will let you know if applicable)
	Shall perform a wetland investigation, conducted by a Lake County Stormwater Management Commission, certified wetland specialist to determine if wetlands are present on the property proposed for development or redevelopment. The wetland investigation will be reviewed by the Village staff and a concurring opinion that "No wetlands are present" will be determined at that time in order for the proposed plan to be submitted for zoning or architectural review
	Application Fee (see page 2 above)
1	<i>Village may require additional documents, depending on the complexity of your project</i>

**PLEASE SUBMIT THIS CHECKLIST WHEN YOU  
SUBMIT YOUR APPLICATION AND  
INDICATE IN THE “SUBMITTED” BOX  
WHETHER YOU PROVIDED THE DOCUMENTATION  
WITH YOUR APPLICATION**



**CERTIFICATIONS**

- 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.
- The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.
- 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.**
- 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 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.
- 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.
- A Level II Architectural Review Approval 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.** A Level II Architectural Review approval 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 approval in the same manner as herein provided for obtaining original approval.

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

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

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

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

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

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

**Reminder that the Building Permit application process follows the ARC approval.**

\*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/>

**2019 Architectural Review Commission**  
**Meeting Dates & Submittal Deadlines**

[Level II Projects]

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

Architectural Review Commission	
<b>*Submittal Deadline 1st Monday of Month</b>	<b>Meeting Date Tuesday after the 3rd Monday of the Month, Unless otherwise noted</b>
January 1, 2019	January 22, 2019
February 4, 2019	February 19, 2019
February 25, 2019	March 12, 2019
April 1, 2019	April 16, 2019
May 6, 2019	May 21, 2019
June 3, 2019	June 18, 2019
June 24, 2019	July 16, 2019
July 29, 2019	August 13, 2019
August 26, 2019	September 17, 2019
September 30, 2019	October 22, 2019
October 28, 2019	November 19, 2019
November 22, 2019	December 10, 2019
January 1, 2020	January 21, 2020

**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>vii</sup> _____	<b>LOT AREA:</b> _____
<b>GROSS FLOOR AREA:</b> <sup>v</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>vi</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>viii</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

Per Section 260-1226 of the [Bannockburn Zoning Ordinance \[https://ecode360.com/28494017\]](https://ecode360.com/28494017)

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<sup>v</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.”

<sup>vi</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.”

<sup>vii</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.”

<sup>viii</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.”

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