



THE CITY OF LAKE FOREST BUILDING REVIEW BOARD APPLICATION

PROJECT ADDRESS _____

APPLICATION TYPE

<i>RESIDENTIAL PROJECTS</i>		<i>COMMERCIAL PROJECTS</i>	
<input type="checkbox"/> New Residence	<input type="checkbox"/> Demolition Complete	<input type="checkbox"/> New Building	<input type="checkbox"/> Landscape/Parking
<input type="checkbox"/> New Accessory Building	<input type="checkbox"/> Demolition Partial	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Lighting
<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Height Variance	<input type="checkbox"/> Height Variance	<input type="checkbox"/> Signage or Awnings
<input type="checkbox"/> Building Scale Variance	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/>

PROPERTY OWNER INFORMATION

ARCHITECT/BUILDER INFORMATION

Owner of Property

Name and Title of Person Presenting Project

Owner's Street Address (may be different from project address)

Name of Firm

City, State and Zip Code

Street Address

Phone Number

Fax Number

City, State and Zip Code

Email Address

Phone Number

Fax Number

Email Address

Owner's Signature

Representative's Signature (Architect/ Builder)

The staff report is available the Friday before the meeting, after 3:00pm.		
<i>Please email a copy of the staff report</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE
<i>Please fax a copy of the staff report</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE
<i>I will pick up a copy of the staff report at the Community Development Department</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE



THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION
DESCRIPTION OF EXTERIOR MATERIALS
(The use of natural materials is strongly encouraged)

Façade Material

- | | |
|------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Stone | <input type="checkbox"/> Aluminum Siding |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Vinyl Siding |
| <input type="checkbox"/> Wood Clapboard Siding | <input type="checkbox"/> Synthetic Stucco |
| <input type="checkbox"/> Stucco | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wood Shingle | |
- Individual or Panels? _____

Color of Material _____

Window Treatment

Primary Window Type

- Double Hung
 Casement
 Sliding
 Other _____

Finish and Color of Windows

- Wood (recommended)
 Aluminum Clad
 Vinyl Clad
 Other _____

Color of Finish _____

Window Muntins

- Not Provided
 True Divided Lites

Simulated Divided Lites

- Interior and Exterior muntin bars (recommended)
 Interior muntin bars only
 Exterior muntin bars only
 Muntin bars contained between the glass

Trim Material

Door Trim

- Limestone
 Brick
 Wood
 Other _____

Window Trim

- Limestone
 Brick
 Wood
 Other _____

Fascias, Soffits, Rakeboards

- Wood
 Other _____

THE CITY OF LAKE FOREST
HISTORIC PRESERVATION COMMISSION APPLICATION
DESCRIPTION OF EXTERIOR MATERIALS – CONTINUED

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Foundation Material

- Brick
- Stone
- Stucco
- Other _____

Roofing

Primary Roof Material

- Wood Shingles
- Wood Shakes
- Slate
- Clay Tile
- Composition Shingles _____
- Sheet Metal _____
- Other _____

Flashing Material

- Copper
- Sheet Metal
- Other _____

Skylights

- Proposed
- Existing
- None

Gutters and Downspouts

- Copper
- Aluminum
- Other _____

Driveway Material

- Asphalt
- Poured Concrete
- Brick Pavers
- Concrete Pavers
- Crushed Stone
- Other _____

Terraces and Patios

- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other _____

BUILDING REVIEW BOARD APPLICATION INSTRUCTIONS

1. At the beginning of the design process, and prior to submitting an application, contact Community Development Staff to discuss your building project.
 - Please call 847.810.3511 to set up a meeting with staff. The purpose of this meeting is to identify issues early and discuss the process with the architect and owner.
2. Prepare an application including the materials on the application checklist and submit six (6) weeks in advance of the meeting for a completeness review. ALL required information must be submitted to allow the petition to be considered for an upcoming meeting.
 - All materials should be submitted electronically in a format that is legible. All plans and drawings must be able to be printed by staff in an 11 x 17 format, one elevation per page.
 - To submit an application, please email it directly to pradol@cityoflakeforest.com or your staff contact or submit it through the online submittal portal at <https://www.bsaonline.com/?uid=2669> and select "Apply for a Planning, Zoning or Engineering Process" from the left column and upload the Building Review Board Application and required materials.
 - All elevations and plans must be clearly dimensioned and annotated to identify exterior materials and architectural features and details and if applicable, all additions and alterations must be highlighted to distinguish the proposed new construction from the existing structure(s).
 - Application fees must be paid in order for an application to be considered complete. An invoice will be emailed to the property owner and applicant after an electronic submittal is received.
3. After the initial application packet review, staff will contact the owner and representative to confirm whether the application is complete and if applicable, identify any additional materials or information that is needed.
4. Please make sure the application form clearly identifies contact information for the owner and representative.

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION CHECKLIST

Building Review Board Submittal Requirements

All of the following items must be submitted before a petition can be scheduled for consideration by the Building Review Board at an upcoming meeting. Please review the attached submittal schedule for the necessary deadlines. **The following checklist (3 pages) should be completed and submitted with your application.**

NOTE: Packets of information and drawings should be generally arranged in the following order

Board Filing Fees – see fee schedule at www.cityoflakeforest.com

- Building Review Board Filing Fee.**
- Building Scale Calculation Fee.** *Required for additions and new construction.*

General

- Application Form** (Attached)
- Description of Exterior Materials** (Attached) *Samples of materials should be available for Board review.*
- Statement of Intent** describing the proposed project. The description should explain how the project meets the Design Criteria in the City Code, identify existing site and building conditions, the design rationale for the project and any unique limitations of the project.
- Statement supporting a Building Scale Variance** (if requested) based on the criteria in the Building Scale and Environment Ordinance should be included in the statement of intent. (see attached)
- Statement addressing the Demolition Criteria** (if Demolition is requested) in the Code is required. (see attached)
- Completed Building Scale Workbook.** One copy submitted with the ¼ inch scale plans. Workbooks are available on our website at www.cityoflakeforest.com or at the Municipal Services Building at 800 Field Drive.
- Impervious Surface Calculation** of the current amount of impervious surface and the proposed amount, including all building footprints, driveways, patios, terraces, pool decks, tennis courts etc.

At the Site for All Requests

- Stake the Footprint** of all new residences and all additions. Ribbon at least two inches wide and of a bright color must be erected to represent the perimeter or outline of the building. The site must be staked at least two weeks prior to the meeting. *Staff and Board members will visit the site during that two-week period.*
- Roofline Mock-Up.** Depending on the type of project, staff may require a roofline mock-up on the site. The mock-up should be erected to represent the roofline of the structure or addition, and strong enough to accurately maintain the proposed roof outline and height.

Plans & Drawings

General

- Legal Plat of Survey** showing the exact location of all existing buildings, parking areas, public improvements, easements, required setbacks, trees and other key features of the site.
- Site Plan of Proposed Improvements.** The site plan shall show the property lines, zoning setbacks, any utility and access easements, conservation easements, preservation and no disturbance areas, the location of all existing and proposed buildings or additions including roof overhangs, all patios, terraces, tennis courts, swimming pools and other accessory structures. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on the plan.
- Parking Lot Layout** (if applicable) complete with stall dimensions, number of spaces, wheel stops, type of surface, drainage, lighting, fencing, planting, aisle width, driveway approaches and required handicapped parking.
- Grading Plan (Planning staff may waive this requirement for the BRB meeting if no grade change is proposed.)** If grade changes are proposed, a plan shall be submitted showing the existing elevation of the site and the location and amount of all proposed grading and fill. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on this plan.
- Site Grading Cross Section (if grade change is proposed.)** The cross section should show the existing grade on the site, the proposed grade, the proposed top of first floor and a measurement to the highest roof ridge. In cases where significant change to the existing grade is proposed, multiple sections may be necessary to clearly explain the project.
- Tree Survey.** The survey shall include information on all existing trees 8" DBH or larger and cluster of 6 or more trees at least 4" DBH. Information shall include the location, size, species and conditions of each tree. Each tree shown on the survey shall be tagged on the site. The plan should indicate any trees proposed for removal.
- Landscape Plan,** complete with size and species at the time of planting. The plan should show existing trees and vegetation and indicate whether they will remain or be removed.
- Proposed Elevations.** Elevations should include a 6 ft figure on each elevation to show human scale. Additions should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure. Elevations should show both the existing and new buildings.
- Proposed Floor Plans.** Additions should be drawn as they relate to the original structure.
- Proposed Roof Plan**
- Cross Sections** showing attic heights and existing grade on the site.
- Streetscape Elevations** (Required for all new houses and major additions visible from the street) At a minimum, streetscape elevations should show the front elevations of the proposed house and adjacent structures. The streetscape elevation should illustrate any substantial grade changes between properties.
- Photographs** of the site, existing buildings and the immediate neighborhood.
- Supporting Documentation** related to the project including background or historical information on the property or letters from neighboring residents.
- Concept Studies** of alternative designs and siting options for additions, new construction, and accessory structures to better explain the proposed project. Providing a list of pros and cons of the alternative concept studies is encouraged.

For Demolition, Partial Demolition and Major Addition Requests

Please be aware that the City of Lake Forest encourages reuse, renovation and upgrades to existing structures and discourages demolitions.

- Consultant's Reports.** Include a Structural Evaluation from an independent structural engineer providing an assessment of the structural condition of the building. This is not a maintenance report.
- Additional information** supporting the Demolition Criteria. (see attached)
- Site Plan Overlay.** A site plan showing the footprint of the proposed structure in relation to the footprint of the existing building.
- Elevation Overlays.** *All elevations* showing the replacement structure in relation to the existing structure.
- Massing Models** may be required to be presented to the Board to help clarify and explain the proposed project.
- Existing Elevations and Floor Plans** may be required to better understand the proposed project.
- Demolition Plans.** If a partial demolition or major addition is proposed, a demolition plan should be submitted showing existing walls to remain, existing walls to be removed, and all new walls. If a major addition is proposed, such as a second floor addition to a one story residence, a written statement should be provided identifying the following items:
 - The existing foundation material and condition;
 - The existing structural members and condition;
 - Whether the existing foundation and structural members can support a new addition;
 - Whether the exterior wall material (brick, siding, etc.) will be maintained or replaced;
 - Whether the existing mechanical systems will be maintained or replaced.
- Perspectives, drawings or sketches** of the proposed building showing its relationship to neighboring structures and the overall streetscape may be helpful in explaining your project to the Board.

Please Note: As a condition of approval of an architecturally or historically significant structure, the Board may require one or more of the following.

- *Submission of high quality, 8x10, black and white photographs of the structure, accessory buildings, property, landscape features, or any significant details of the building.*
- *Submission of measured architectural drawings of the structure or of specific architectural elements.*
- *Storage of significant architectural features or materials such as windows, brick or ironwork at a designated location.*

For Signage Requests

- Site Plan** showing location of proposed sign(s) and any proposed landscaping or lighting.
- Elevation of Building** façade with proposed signage
- Sign Elevations** detailed with dimensions. Materials, letter size, typeface, and colors
- On-Site Sign Mock-Up.** Staff may require an on-site mock-up to better understand the project.

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION INFORMATION

CRITERIA FOR APPROVAL OF DEMOLITION OF A STRUCTURE

The Building Review Board is required by Ordinance to consider all of the following criteria when determining whether a request for demolition should be approved. Each of these criteria should be addressed in a statement prepared by the petitioner and included with the application. Additional information should be provided to address the following criteria.

Criterion 1 The existing structure itself, or in relation to its surroundings, does not have special historical, architectural, aesthetic or cultural significance to the community.

The following information should be provided:

- Age of structure
- Architect
- History of building and site
- Past use, owners or occupants
- Identification of distinctive architectural features
- Description of the architectural style
- Description of building materials
- Information on importance of the site or building to the community

Criterion 2 Realistic alternatives, including adaptive re-uses, do not exist because of the nature or cost of work necessary to preserve the structure, or to realize any appreciable part of its value.

The following information should be provided:

- Options that have been explored for renovation and additions that preserve the general character of the existing house, and would not be considered a demolition
- Information on needed repairs and associated costs
- Renovations necessary for Building Code compliance and associated costs

Criterion 3 The structure, in its present or restored condition, is unsuitable for residential or a compatible use; or fire or other casualty damage or structural deterioration has rendered the structure (and/or remains) an immediate health or safety hazard.

The following information should be provided:

- Structural engineer's report

Criterion 4 The demolition and/or the replacement structure will not adversely impact the value of property within the neighborhood.

The following information should be provided:

- An Appraiser's Report

Criterion 5 The demolition and/or the replacement structure will be compatible with and not adversely impact the neighborhood character.

The following information should be provided:

- Streetscape drawings
- Massing Model

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION INFORMATION

STANDARDS FOR APPROVAL OF A BUILDING SCALE VARIANCE

The Building Review Board is required by Ordinance to consider the following standards when determining whether an exception should be made to allow a variance from the maximum floor area requirements. An exception may be granted when the Building Review Board finds that one or more of the following standards apply (Building Code, Chapter 150, Section 148)

- Standard 1** The project is consistent with the design standards in Section 147 of the City of Lake Forest Code.
- Standard 2** Mature trees and other vegetation on the property effectively mitigate the appearance of excessive height and mass of the structure and as a result, the proposed development is in keeping with the streetscape and overall neighborhood.
- Standard 3** New structures or additions are sited in a manner that minimizes the appearance of mass from the streetscape. In addition, the proposed structures or additions will not have a significant negative impact on the light to and views from neighboring homes.
- Standard 4** The height and mass of the residence, garage, and accessory structures will generally be compatible with the height and mass of structures on adjacent lots, buildings on the street and on adjacent streets, and other residences and garages in the same subdivision.
- Standard 5** The property is located in a local historic district or is designated as a Local Landmark and the addition is consistent with the standards in the Historic Preservation Ordinance and approval of a variance would further the purpose of the Ordinance.
- Standard 6** The property is adjacent to land use and zoned as permanent open space, a Conservation Easement, or a detention pond and the structures are sited in a manner that allows the open area to mitigate the appearance of mass of the buildings from the streetscape and from neighboring properties.

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION INFORMATION

STANDARDS FOR ARCHITECTURAL AND SITE DESIGN REVIEW

The Building Review Board is required by Code to consider the following standards when evaluating requests for new construction and alterations to existing structures and properties. A project should harmonize with and support Lake Forest's unique character and be of an architectural quality that complements the architectural and historic heritage of Lake Forest. The following is a summary of the standards, for a complete list please refer to the Lake Forest Building Code, Chapter 150, Section 147.

- Standard 1** **Site Plan.** All setbacks should be met or exceeded and disturbance to the natural landscaping on the property should be minimized. Driveway and parking areas should be screened to reduce the visual intrusions into surrounding properties. Screening, fencing, gates, and pillars should be consistent in design and materials with principal buildings and the surrounding neighborhood.
- Standard 2** **Elevations.** The scale and height of the project should comply with Code requirements and should be visually compatible with the landscaping, topography and buildings on the site and in the neighborhood. The visual continuity of roofs should be maintained in building development and redevelopment. To the extent possible, the project should be consistent with a chosen style of architecture. The elevations of a project should be proportional to the property and surrounding neighborhood.
- Standard 3** **Landscaping.** Landscaping plans should be consistent with the natural environment of the site and surrounding properties. Existing natural features should be appropriately preserved and integrated into the project.
- Standard 4** **Type, Color and Texture of Materials.** Exterior materials should be of the highest quality, appropriate for the intended use and consistent with the chosen architectural style. Imitation and synthetic substitutions should be avoided and the design, material, and color scheme should be compatible with and enhance the character of the property and the surrounding neighborhood.
- Standard 5** **Overall Site Layout.** The building layout should maximize the distance between buildings on the site and adjacent properties. The size, scale and nature of a building or project should be consistent with the existing streetscape and character of the neighborhood.

**** REFER TO THE RESIDENTIAL DESIGN GUIDELINES FOR MORE INFORMATION**

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD GENERAL INFORMATION

Frequently Asked Questions....

What is the Building Review Board?

The City of Lake Forest Building Review Board was established in 1962. The Board is made up of seven Lake Forest residents who are appointed by the Mayor, with the approval of the City Council. The Board is responsible for carrying on the long tradition of Lake Forest by working to preserve the special character and uniqueness of various neighborhoods in the City and protect property values throughout the community. The Board reviews projects that are outside the boundaries of the City's Historic Districts. The Board reviews all proposals for demolition, in whole or part, of existing buildings, the architectural design of new buildings, building additions and alterations, requests for building scale variances, exterior lighting, signs, landscaping and overall site plans for new developments.

When and Where Does the Board Meet?

The Board meets regularly on the first Wednesday of each month at 6:30 p.m. in the City Council Chambers on the second floor of City Hall, 220 East Deerpath.

Are Building Review Board meetings broadcast on TV?

Yes, all Board and Commission meetings as well as City Council meetings are broadcast live on cable TV, Channel 17, and replayed at various times throughout the month.

How do I know if my project needs to be reviewed by the Building Review Board?

All projects that involve demolition of all or a significant part of a structure, all requests for building scale variances, all signs, and all commercial or multi-family buildings require Board review. Residential building additions and alterations, exterior lighting and landscape plans sometimes require Board review. The best way to determine whether your project will require Building Review Board approval is to contact Planning staff in the Community Development Department during the early design phases of your project.

What is a demolition?

A project is considered to be a demolition if all or any part of an exterior wall, foundation or roof is being removed. Any project that results in a substantial change in the character of the building, such as a significant change to the front façade or the addition of a second floor, is considered a demolition. You should be aware that the City urges renovation, updating and expansion of existing structures and discourages demolitions.

How will the Board evaluate my project?

The Board, in evaluating a request for a Building Scale variance or a request for demolition, is required to consider the criteria outlined in the Ordinance. See Application Checklist for more information.

How do I submit an application for Building Review Board consideration?

You may pick up a Building Review Board application at 800 Field Drive, in the Municipal Services Building or download a copy from www.cityoflakeforest.com. A list of required application materials, application fees and a meeting schedule are included in the packet.

What happens after I submit an application for Board review?

In the approximately 30 days between the time an application is submitted, and the Building Review Board meeting, the following will take place.

- The application will be reviewed for completeness and you will be notified of any additional materials or clarifications that are needed.
- If the application is determined to be complete, the item will be placed on the agenda for the next Board meeting.
- Staff from various City departments will review the application and visit the site. In the case of new buildings and additions, it is important that the building footprint be staked on the property. For new or reconfigured driveways, the site should also be staked.
- The City will mail notification of the proposed project to the neighboring residents.

Frequently Asked Questions....(continued)

- A staff recommendation will be prepared. The recommendation, along with the materials provided by the petitioner, will be delivered to the Board. Copies of the staff recommendation will be available to the petitioner, architect and neighbors the Friday before the meeting at the Community Development Department.

What happens at the meeting?

At the Board meeting, the Board will invite comments from the petitioner, neighbors and City staff. The Board will have an opportunity to ask questions. After discussion, the Board will approve, continue or deny the petition. In some cases, the Board may consider your petition in a subcommittee session in an effort to provide more detailed direction to the petitioner.

Rules of Procedure

The Building Review Board meetings follow these procedures.

1. Introduction of Item by Chairman
2. Presentation by Petitioner's Architect - 10 minutes
3. Identification of Issues by Staff - 5 minutes
4. Questions from Board to Petitioner or Staff
5. Public Testimony - 5 minutes per speaker
6. Staff Response to Public Testimony - 5 minutes
7. Petitioner Rebuttal - 10 minutes
8. Final Questions from Board to Petitioner or Staff
9. Board Discussion and Comment
10. Board Action

The Board has a mandatory adjournment time of 11:00 p.m.

Presentation to the Board (10 minutes maximum)

Presentation by the project architect is strongly encouraged. The City will provide a computer and projector, a document scanner and an easel for your convenience. The following information may be useful in presenting your project to the Board.

- Illustrations showing site plan, elevations, neighborhood, and other relevant information in one of the following formats:
 - 8-1/2" x 11" paper copies of drawings
 - PowerPoint presentation
 - Illustration boards
 - Model
- Samples of exterior materials and proposed colors.
- Any other graphics which may be helpful in explaining your project to the Board.

What do I do after the Board approves my petition?

When the project is approved either as submitted, or with modifications, the petitioner may submit a complete building permit application to the Community Development Department. Upon review and approval of your final plans, a permit will be issued to allow you to begin your project. Please note that *if the plans you submit for permit differ from those approved by the Board, you, or your architect, are responsible for clearly identifying any and all changes including, but not limited to changes to exterior materials, building massing, the site plan or grading, window and door placement or size and architectural detailing.* Any changes in the plans could necessitate further Board review of the project.

Can the Board's decision be appealed?

Yes, the decision of the Building Review Board may be appealed to the City Council. The appeal must be filed within 14 calendar days of the date of the Building Review Board's final action. The appeal should be filed with the City Clerk in the City Manager's office located at 220 E. Deerpath.

Other Sources of Information: For more information on the Building Review Board and Building Scale Ordinance please refer to the City of Lake Forest website www.cityoflakeforest.com.

- *The City of Lake Forest Building Scale and Environment Ordinance*
- *The City of Lake Forest Architectural and Site Design Ordinance*
- *Design Guidelines for Residential Building, pamphlet*

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD MEETING SCHEDULE

Listed below are the regular meeting dates for 2024. The submittal deadlines for each meeting are also provided. Complete applications must be submitted on or before the deadline. Meeting dates are subject to change with public notice as provided by law.

Building Review Board Meeting Schedule --- 2024		
Note: Dates annotated with * reflect a change from the regular meeting date.		
Meeting Date	New Item Submittal Deadline 3:30 p.m.	Returning Item Deadline
No January Meeting	---	---
February 7	December 22	January 19
March 6	January 19	February 16
April 3	February 23	March 15
May 1	March 22	April 12
June 5	April 19	May 17
July 3	May 24	June 14
Thursday, August 8*	June 28	July 19
September 4	July 26	August 16
Tuesday, October 1*	August 23	September 13
November 6	September 27	October 18
December 4	October 25	November 15