



**THE CITY OF LAKE FOREST  
HISTORIC PRESERVATION COMMISSION APPLICATION FOR A  
CERTIFICATE OF APPROPRIATENESS**

**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"/>

**HISTORIC DISTRICT OR LOCAL LANDMARK** (leave blank if unknown)

- East Lake Forest District    
  Green Bay Road District    
  Vine/Oakwood/Green Bay Road District  
 Local Landmark Property or District    
  Other

**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.**

*Please email a copy of the staff report*      OWNER      REPRESENTATIVE

*Please fax a copy of the staff report*      OWNER      REPRESENTATIVE

*I will pick up a copy of the staff report at the Community Development Department*      OWNER      REPRESENTATIVE



# CORPORATE OWNERSHIP (EXHIBIT A)

*Please list the names and addresses of all officers and directors of the Corporation and all shareholders who own individually or beneficially 5% or more of the outstanding stock of the corporation. In addition, this application must be accompanied by a resolution of the Corporation authorizing the execution and submittal of this application.*

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Ownership Percentage</b> _____ %	<b>Ownership Percentage</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Ownership Percentage</b> _____ %	<b>Ownership Percentage</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Ownership Percentage</b> _____ %	<b>Ownership Percentage</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Ownership Percentage</b> _____ %	<b>Ownership Percentage</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Ownership Percentage</b> _____ %	<b>Ownership Percentage</b> _____ %

# PARTNERSHIP OWNERSHIP (EXHIBIT B)

Please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

# TRUST OWNERSHIP (EXHIBIT C)

Please list the Trust number and name and address of the Trustee, as well as the names and addresses of all beneficiaries of the Trust, together with their respective interests in the Trust. The application shall be further verified by the applicant in his capacity as Trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the trust.

<b>TRUST NUMBER</b> _____	<b>TRUSTEE INFORMATION</b>
	<b>Name</b> _____
	<b>Firm</b> _____
	<b>Address</b> _____
	<b>Phone</b> _____

## Beneficiaries

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Trust Interest</b> _____ %	<b>Trust Interest</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Trust Interest</b> _____ %	<b>Trust Interest</b> _____ %

<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Trust Interest</b> _____ %	<b>Trust Interest</b> _____ %



THE CITY OF LAKE FOREST  
HISTORIC PRESERVATION COMMISSION APPLICATION  
***DESCRIPTION OF EXTERIOR MATERIALS***  
*(The use of natural materials is strongly encouraged)*

**Façade Material**

- Stone
- Brick
- Wood Clapboard Siding
- Wood Shingle
- Cementitious Stucco
- Other \_\_\_\_\_

Color and/or Type of Material \_\_\_\_\_

**Foundation Material**

Exposed Foundation Material \_\_\_\_\_  
\_\_\_\_\_

**Window Treatment**

**Primary Window Type**

- Double Hung
- Casement
- Sliding
- Other \_\_\_\_\_

Color of Finish \_\_\_\_\_

**Finish and Color of Windows**

- Wood (recommended)
- Aluminum Clad
- Vinyl Clad
- Other \_\_\_\_\_

**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**

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- Brick
- Stone
- Stucco
- Other \_\_\_\_\_

**Roofing**

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**Primary Roof Material**

- Wood Shingles
- Wood Shakes
- Slate
- Clay Tile
- Composition Shingles \_\_\_\_\_
- Sheet Metal \_\_\_\_\_
- Other \_\_\_\_\_

**Flashing Material**

- Copper
- Other \_\_\_\_\_
- Sheet Metal

Color of Material \_\_\_\_\_

**Gutters and Downspouts**

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- Copper
- Aluminum
- Other \_\_\_\_\_

**Driveway Material**

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- Asphalt
- Poured Concrete
- Brick Pavers
- Concrete Pavers
- Crushed Stone
- Other \_\_\_\_\_

**Terraces and Patios**

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- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other \_\_\_\_\_

# **THE CITY OF LAKE FOREST**

## **HISTORIC PRESERVATION COMMISSION**

### **APPLICATION CHECKLIST**

#### **Historic Preservation Commission Submittal Requirements**

All of the following items must be submitted before a petition can be scheduled for consideration by the Historic Preservation Commission at the next available meeting. Please review the submittal schedule for the necessary deadlines. The following checklist (3 pages) should be completed and submitted with your application.

The application materials should be submitted online at <https://www.bsaonline.com/?uid=2669>. Select "Apply for a Planning, Zoning or Engineering Process" in the left column and upload the application and submittal documents.

Pre-application meetings are strongly encouraged. Please contact Abigail Vollmers at 847-810-3505 or [vollmersa@cityoflakeforest.com](mailto:vollmersa@cityoflakeforest.com) to schedule a meeting.

Commission Filing Fees – see fee schedule at [www.cityoflakeforest.com](http://www.cityoflakeforest.com)

- Historic Preservation Commission 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 Commission review.*
- Statement of Intent** describing the proposed project. The description should explain how the project meets the 17 Standards of the Historic Preservation Ordinance, 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 1/4 inch scale plans. Workbooks are available on our website at [www.cityoflakeforest.com](http://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 Commission 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

- Official 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 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. If not legible at 11"x17" please submit a full size copy.
- 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. If not legible at 11"x17" please submit a full size copy.
- 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 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** showing pitch of each roof form and roof materials.
- 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.*

- Consultants' Reports.** A Structural Evaluation from an independent structural engineer providing an assessment of the structural condition of the building. An Historic Assessment prepared by a Preservation Consultant.
- 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 Commission 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 Commission.
- Color Rendering** of the proposed building and color palette.

**Please Note:** As a condition of approval of an architecturally or historically significant structure, the Commission 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  
***HISTORIC PRESERVATION COMMISSION APPLICATION INFORMATION***

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## **HISTORIC PRESERVATION ORDINANCE STANDARDS**

For Review of Replacement Structures, New Construction, Additions and Alterations *(summary from Ordinance)*

- Standard 1**      **Height.** Height shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 2**      **Proportion of Front Façade.** The relationship of the width to the height of the front elevation shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 3**      **Proportion of Openings.** The relationship of the width to height of windows and doors shall be visually compatible with properties, structures, sites, public ways, objects, and places to which the building is visibly related.
- Standard 4**      **Rhythm of Solids to Voids in Front Façade.** The relationship of solids to voids in the front façade of a structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 5**      **Rhythm of Spacing and Structures on Streets.** The relationship of a structure or object to the open space between it and adjoining structures or objects shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 6**      **Rhythm of Entrance Porches, Storefront Recesses, and other Projections.** The relationship of entrances and other projections to sidewalks shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 7**      **Relationship of Materials and Texture.** The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the structures to which it is visually related.
- Standard 8**      **Roof Shapes.** The roof shape of a structure shall be visually compatible with the structures to which it is visually related.
- Standard 9**      **Walls of Continuity.** Facades and property and site structures, such as masonry walls, fences, and landscape masses, shall, when it is characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects, and places which such elements are visually related.
- Standard 10**      **Scale of a Structure.** The size and mass of structures in relation to open spaces, windows, door openings, porches, adjacent structures, and balconies shall be visually compatible with the properties, structures, and balconies shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related.
- Standard 11**      **Directional Expression of Front Elevation.** A structure shall be visually compatible with properties, structures, sites, public ways, objects, and places to which it is visibly related in its directional character, whether this be vertical, horizontal or non -directional character.

- Standard 12 Preserving Distinguishing Features.** The distinguishing original qualities or character of a property, structure, site, or object and its environment shall not be destroyed or adversely affected in a material way. The alteration of any historic material or distinctive architectural features should be avoided when possible.
- Standard 13 Protection of Resources.** Every reasonable effort shall be made to protect and preserve archeological and natural resources affected by, or adjacent to any project.
- Standard 14 New Construction.** In considering new construction, the Commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement for compatibility.
- Standard 15 Repair to Deteriorated Features.** Deteriorated architectural features shall be repaired rather than replaced, wherever possible, in accordance with the Secretary of the Interior Standards for Treatment of Historic Properties. Repair or replacement should be based on accurate duplications of features and should match the material being replaced in composition, design, color, texture and other visual qualities.
- Standard 16 Surface Cleaning.** The surface cleaning of historic material and distinctive architectural features shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the significant materials shall not be undertaken.
- Standard 17 Reversibility of Additions and Alterations.** Whenever possible, additions or alterations to historic properties shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would not be impaired.

THE CITY OF LAKE FOREST  
***HISTORIC PRESERVATION COMMISSION APPLICATION INFORMATION***

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## **STANDARDS FOR APPROVAL OF DEMOLITION OF A STRUCTURE**

*A demolition is considered any act or process that destroys all or any part of an exterior wall, foundation, interior roof structure or exterior column or load-bearing wall of a Landmark or a property, structure, site, or object within the Historic Districts. For all demolition requests, the Commission is required by Ordinance to consider all of the following standards in determining whether a demolition should be approved. Each of these standards should be addressed in a statement prepared by the petitioner or a petitioner's representative and included in the application.*

- Standard 1** Whether the property, structure or object is of such historic, cultural, architectural or archaeological significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and the state.
- Standard 2** Whether the property, structure or object contributes to the distinctive historic, cultural, architectural or archeological character of the District as a whole and should be preserved for the benefit of the people of the city and state.
- Standard 3** Whether demolition of the property, structure or object would be contrary to the purpose and intent of this Chapter and to the objectives of the historic preservation for the applicable District.
- Standard 4** Whether the property, structure or object is of such old, unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense.
- Standard 5** Except in cases where the owner has no plans for a period of up to five years to replace an existing Landmark or property, structure or object in a District, no Certificate of Appropriateness shall be issued until plans for a replacement structure or object have been reviewed and approved by the Commission.

THE CITY OF LAKE FOREST  
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## **STANDARDS FOR APPROVAL OF A BUILDING SCALE VARIANCE**

*The Historic Preservation Commission 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 Commission 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 148 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  
***HISTORIC PRESERVATION COMMISSION APPLICATION INFORMATION***

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## **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

*Historic preservation is based, in part, on the retention of distinctive materials and features that make up a building's overall historic and architectural character. This character varies from building to building, but may include materials, such as stone, brick, wood, plaster, and copper; exterior features, such as porches, decorative brackets, window; and site-related features, such as walls and garden elements. It is important to identify those materials and features that are important and should be preserved during rehabilitation.*

The following is a complete list of the Secretary of the Interior's Standards for Rehabilitation. For more information, visit the National Park Service website at [www.nps.gov](http://www.nps.gov)

- Standard 1**      A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- Standard 2**      The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3**      Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 4**      Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5**      Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Standard 6**      Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7**      Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Standard 8**      Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- Standard 9**      New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

\*\* New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.