



# Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

[www.eastdundee.net](http://www.eastdundee.net)

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## Planning and Zoning & Historic Commission Certificate of Appropriateness

### Background and Instructions on How to Apply

According to Section 153.35 of the East Dundee Municipal Code, a certificate of appropriateness issued by the Planning and Zoning & Historic Commission (PZHC) shall be required before the construction or demolition, or moving of any building or structure or part thereof within the Historic District (District) that is, or will be, visible from a public way. A certificate of appropriateness issued by the PZHC for an extension, alteration, or repair which does not constitute a construction or demolition, shall be required whenever the building inspector determines that a building or structure will be altered, extended, or repaired in a manner as to produce a major change in exterior appearance of the building or structure.

The criteria and standards to be used to determine the certificate of appropriateness can be found under Section 153.37. The criteria to be used by the PZHC in making its determination shall include, but are not limited to:

- i) architectural style of the proposed construction, alteration, extension or repair with the prevalent architectural style or styles within the District;
- ii) the compatibility of the general design, arrangement, texture or material of the construction, alteration, extension or repair with the historic aesthetic or architectural values, characteristics and significance of the District or any building or structure within the District; and
- iii) the relationship of the location of the construction, alteration, extension or repair to the streets and structures within the District.

Please submit this application to the building department along with supporting documents (*one [1] original and twelve [12] copies*). Your application will be reviewed by the PZHC within 35 days of receipt of application date per to Section 153.39. You are strongly urged to attend the relevant PZHC meeting in person.

If you would like assistance with the preparation of this application, or if you have any questions concerning your request or review procedure, call the village office at 847-426-2822.

**Application Information**

Address of proposed work: \_\_\_\_\_  
If known, original date of building: \_\_\_\_\_  
Applicant name: \_\_\_\_\_  
Applicant phone number: \_\_\_\_\_  
Applicant email: \_\_\_\_\_  
Property owner name (N/A if same as applicant): \_\_\_\_\_  
Property owner phone (N/A if same as applicant): \_\_\_\_\_  
Property owner email (N/A if same as applicant): \_\_\_\_\_

Nature of proposed change (check all that apply):

- New Construction       Extensive Renovation       Minor Renovation, Repair(s), or Alteration(s)
- Sign\*       Demolition       Façade
- Other / Describe Sign lettering and style: \_\_\_\_\_

*\*Sign: Must include the lettering style and size.*

Describe all changes proposed for the structure’s exterior. Include plans, photographs, and any other information as needed. Provide the size, style, and precise location of lettering, if any; and any other information that will assist the PZHC in their deliberations. Use attachments, as necessary, and include a date when the project will be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle one, or more, of the East Dundee Historic Code Provisions that apply:

- A. The historic or architectural value and significance of the district and the surrounding area will not be lessened.
- B. The relationship of any architectural features of the building and the surrounding area will be positively affected.
- C. The general design, arrangement, and materials proposed to be used will be maintained.

I, the undersigned, hereby state that all the information presented in this application is true and complete, to the best of my knowledge.

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

**Office Use Only**

Receipt Date of Application: \_\_\_\_\_

Date of PZHC Meeting: \_\_\_\_\_

Approved or Denied: \_\_\_\_\_