



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

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

Application Date: _____
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.

Applicant Signature: _____ Date: _____

Office Use Only

Receipt Date of Application: _____
Date of PZHC Meeting: _____
Approved or Denied: _____
PZHC Chair’s Signature: _____

§ 153.35 CERTIFICATE REQUIRED.

(A) A certificate of appropriateness issued by the Commission, shall be required before the construction or demolition, or moving of any building or structure or part thereof within the District that is or will be visible from a public way. A certificate of appropriateness issued by the Commission for an extension, alteration or repair which does not constitute a construction or demolition shall be required whenever the Building Inspector, within his or her discretion, 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.

(B) A major change includes, but is not limited to the enclosure, addition or removal of a porch; the alternation of a roof line; the addition of a dormer, canopy or room; the addition of siding; the removal or addition of decorative trim; and any significant alternation, extension or repair which would result in either excessive similarity or dissimilarity of design in relation to any other building or structure or for which a permit has been issued within a distance of 1,000 feet of the proposed alternation, extension or repair which would result in inappropriateness of design and building materials in relation to the aesthetic, architectural or historic character of any other building or structure in the District.

(1981 Code, § 39.04)

§ 153.36 ORDINARY REPAIRS EXEMPT.

Ordinary maintenance and repairs to buildings or structures pursuant to appropriate provisions of the Building Code may be made without application for a certificate of appropriateness or other notice to the Commission.

(1981 Code, § 39.04)

§ 153.37 CRITERIA AND STANDARDS.

(A) In making a determination whether to issue or deny a certificate of appropriateness, the Commission shall consider, among other things, the purpose of this chapter and the effect if the issuance upon the historic, aesthetic or architectural values, characteristics and significance of the District or any building or structure within the District. The criteria to be used by the Commission in making its determination shall include, but are not limited to architectural style of the proposed construction, alteration, extension or repair with the prevalent architectural style or styles within the District; 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 the relationship of the location of the construction, alteration, extension or repair to the streets and structures within the District.

(B) The Commission shall adopt detailed architectural standards for its use in making a determination pursuant to the above criteria. For any building or structure undergoing construction, alteration, extension or repair within the District, these architectural standards should include, but are not limited to the following elements:

- (1) The appropriate height;
- (2) The proper proportions of the front facade;
- (3) The proper proportions of windows, doors or other openings;
- (4) The appropriate bulk and density;
- (5) The appropriate textures, materials and shapes for roofs;

(6) The appropriate landscaping and proper location and design of accessory buildings, structures and uses;

(7) The appropriate directional expression of front elevations and general scale of any building and structure;

(8) Other appropriate standards for architectural details; and

(9) Methods to evaluate the economic reasonableness of any criteria of standard utilized by the commission in making a determination to issue or deny a certificate of appropriateness.

(C) If an applicant shows that failure to issue a certificate of appropriateness will cause an imminent threat to life or property, the certificate shall be issued.

(1981 Code, § 39.04)

§ 153.38 APPLICATION.

(A) An application for a certificate of appropriateness shall be made at the Village Hall on forms to be provided by the Building Inspector. Each application shall be accompanied by such plans and specifications as required by Chapter 151 of this code of ordinances. No fee shall be required for application for a certificate of appropriateness. The Building Inspector, within five working days, shall submit copies of all applications to the Commission.

(B) No application for a construction or demolition permit within the District shall be approved by the Building Inspector unless a certificate of appropriateness has been issued for the same work.

(C) (1) During the course of their review, the Commission may submit the certificate of appropriateness to the Village Engineer, Village Attorney and/or other technical consultant in order to obtain assistance for the proper review of the plan.

(2) The applicant shall be notified that technical assistance has been sought in accordance with these regulations.

(3) The Village Engineer, Village Planner, Village Attorney and/or other technical consultant shall submit their itemized bill for services to the village which shall transmit a bill to the applicant. The bill for service shall be set by the village at a rate normally charged for professional services and shall include all travel and other expenses normally charged to the village.

(4) The applicant shall pay the village for the services rendered within ten days after the submission of the bill from the village.

(1981 Code, § 39.04) (Am. Ord. 96-07, passed 2-21-1996)

§ 153.39 ACTION ON APPLICATION.

(A) Within 35 days after receipt of the application for a certificate of appropriateness, the Commission shall meet and shall either issue the certificate or disapprove the application. The Commission shall inform applicants of the date and time of the meeting when their applications will be considered. Applicants shall attend the meeting to discuss their proposal. Upon approval of an application, the certificate of appropriateness shall be dated and signed by the Commission Chairperson, Vice-Chairperson, Secretary or such other person designated by the Commission to sign certificates on its behalf. Copies of the certificate shall be forwarded to the applicant, the Village Clerk and the Building Inspector. As an ex officio member of the Commission, the Building Inspector shall advise the Commission in its review of every application of likely modifications to the plans and specifications that may be made in the course of the plan review procedures required by Chapter 151 of this code of ordinances.

(B) If the applicant for a certificate of appropriateness makes an application for a building permit prior to the date of issuance of the certificate of appropriateness, the issuance date of the certificate shall be utilized as of the date of application for the building permit. Any certificate of appropriateness issued by the Commission shall become invalid if the building permit issued for the same work becomes invalid under the appropriate sections of Chapter 151 of this code of ordinances.

(C) Failure on the part of the Commission to act within 35 days of receipt of an application for a certificate of appropriateness shall constitute approval of the application.

(D) Upon disapproval of an application, the Commission shall notify the applicant, in writing, of the disapproval and shall recommend changes in the application with the respect to the criteria and standards set forth herein, which is made, would make the application acceptable to the Commission. Within 15 days of receipt of the notification of disapproval, the applicant must either file a written modification of his or her application in conformity with the Commission's recommended changes or request, in writing, that the Commission schedule a public hearing on his or her application.

(E) Within 35 days of the receipt of a written modification or request for public hearing, the Commission must either issue the certificate of appropriateness or hold a public hearing.

(1) Notice of the hearing shall be given to the applicant, the Village Attorney and the President and Board of Trustees of the village and to the public by announcement in a newspaper of general circulation and to any interested parties who shall file with the Village Clerk a request to receive the notices.

(2) The Chairperson shall conduct the hearing and the Commission shall receive oral and written testimony from all interested parties. The applicant or any other interested party may be represented by counsel. The Commission and applicant shall have the right to introduce evidence and cross-examine witnesses. The Commission shall vote, announce its decision, in writing, and file the determination with the Village Clerk and the Building Inspector within 15 working days after the conclusion of the public hearing unless the time is extended by mutual agreement between the Commission.

(3) The factors to be considered and standards for the issuance or denial of a certificate of appropriateness upon public hearing shall be those set forth herein.

(4) The applicant for a public hearing shall include with the written notification a fee payable to the village as set forth in the village's annual fee schedule.

(1981 Code, § 39.04) (Am. Ord. 92-9, passed 9-21-1992; Am. Ord. 96-07, passed 2-21-1996)

§ 153.40 APPEAL FROM DETERMINATION OF COMMISSION.

An applicant aggrieved by a decision of the Commission may, within 20 days after the filing by the Commission of the notice of the decision with the Village Clerk, appeal the decision of the Commission to the Board of Trustees whose decision in this matter shall be final subject only to judicial review as provided by general law. The Village Board shall consider the appeal at the first regular meeting held more than five days from the filing of the appeal with the Village Clerk.

(1981 Code, § 39.04)