



Certificate of Appropriateness Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Subject Property Information:

Address(es): _____ Zoning District(s): _____

Legal Description(s) (can attach separate sheet): _____

Applicant Information:

Name: _____ Phone: _____

Address: _____ E-mail: _____

Owner of Record Information:

Name: _____ Phone: _____

Address: _____

Summary of Proposed Alterations (may attach separate sheet): _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in the Historic Preservation Ordinance. The application must be accompanied by the following, unless specifically waived by the Director of Preservation and Community Development.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
3. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
4. **Plat of Survey.**
 - a. The plat must show all parcels or lots, in whole or in part, comprising the subject property, the actual dimensions of the parcels and all existing structures.
 - b. The plat must be to scale and noted as such.
 - c. The plat must be current as evidenced by the date of the survey, within six months of the application date, or
 - d. An older dated plat may be accompanied by a sworn affidavit of the applicant as to the accuracy of the plat.
5. **Building Plans.** This includes all elevations, floor plans, and site plan.
6. **Photos** of the exterior of the subject property or properties. Photos should be of all four sides of the subject property, presented as a straight on image, or an angled image. Photos of the adjacent properties are also required.
7. **The Commission shall consider the following criteria, as each may be applicable, in determining whether or not a Certificate of Appropriateness may be granted:**
 - a. The extent to which the proposed alteration will affect any exterior architectural feature of the site.
 - b. Whether any proposed alteration will have a positive effect on and harmonize with the external appearance of the site as a whole or on neighboring properties.
 - c. The extent and process of any demolition associated with the proposed alteration.
 - d. Whether the proposed work will result in the loss of vegetation, the keeping of existing vegetation or the addition of new vegetation on the site.
 - e. The effect of the proposed alteration on the appearance of the landscape scheme for the whole site.
 - f. When the proposed alteration is for an improvement, a report from the building inspector on the state of repair and structural stability of the improvement.
 - g. Any changes in the essential character of the area which would occur as a result of approval of the Certificate of Appropriateness. This is especially important if the proposed work is to take place in an historic district.
 - h. Whether the proposed work will conform to the design criteria as found in Section 23-5-2 of the Historic Preservation Ordinance.
8. **Submittal:** Please submit the application, along with all the supporting documents, as a single PDF and send to the staff liaison for the Historic Preservation Commission, rpeters@parkridge.us
9. Any other information or documentation required by the Director of Preservation and Community Development.

Applicant Disclosure Statement (Section 2-24-1)

Name of Applicant: _____

Subject Property Information:
Address: _____

P.I.N.: _____

Name and business address of any and all current holders of legal or beneficial title to the subject property (attach additional sheets if necessary):

If there is a pending contract for the sale of the subject property, list the purchasing party's name:

List any entities, other than a natural person, that hold legal or beneficial title and that have a greater than 3% interest in the entity:

For each entity listed above that, list every director, officer and manager of the entity:

For each entity listed above that is a limited partnership or limited liability company, list the name of every limited or general partner or member:

For each limited partner or general partner that is a corporate entity, list the name of every person who holds a greater than 3% interest in the corporation:

I acknowledge that I have read and understand the requirements of Article 2, Chapter 24 of the Park Ridge Municipal Code ("Code"). I understand that as the applicant, I am required to keep all of the information on this form current and updated until the City Council takes final action on my request. I also understand that if I fail to comply with this requirement, the City Council may declare the action it has taken with respect to my request null and void. In addition, the City Council may direct the initiation of legal action for a violation of the Code and may seek the penalties set forth in Section 2-24-4 of the Code, including daily monetary fines. I understand that this disclosure statement will be open for public inspection and posted on the City's website prior to any meeting when my request will be acted upon. I understand that if the subject property is assigned, transferred or if an agreement is entered into to transfer any right, interest, or permit within one year of the City Council's final action, there will be a rebuttable presumption that the assignee or transferee had constructive control of the subject property at the time of my application. The penalty discussed above will be imposed for any failure to disclose any such assignee or transferee.

I, the undersigned applicant, hereby certify that above statements are true and correct to the best of my knowledge.

Signature of Applicant

Date