



Requirements for a Certificate of Appropriateness

As set forth in Chapter 4 Article V of the City of West Chicago Code of Ordinances:

A Certificate of Appropriateness, issued by the Historical Preservation Commission, shall be required before any of the following actions affecting a designated landmark or property located within a historic district may be undertaken:

1. Any construction, alteration, removal or demolition requiring a building permit from the City.
2. Any construction, alteration, removal or demolition affecting a significant exterior architectural feature.

Items Required with this Application

Please submit one copy of each of the following documents for review:

- Completed application
- Photographs of the existing site conditions
- Detailed scope of work
- Description of all proposed materials to be used
- Plat of survey (if applicable)
- Proposed architectural elevations/blueprints (if applicable)
- Manufacturer's illustrations/product specifications (if applicable)
- Material samples (if applicable)

All required documents shall be submitted together. It is strongly suggested that the applicant schedule an appointment with the City staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness. That appointment can be made by calling the Department of Community Development at (630) 293-2200. A full staff review of the application submittal shall not begin until staff has determined that all of the required documents have been submitted and are complete. Any documents larger than 8.5" x 11" shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

If you want to obtain any historical information on your property that the City may have available in its files you can visit the City Museum located at 132 Main Street or by calling (630) 231-3376. You are encouraged to schedule an appointment with the Museum staff prior to your visit. You can view the Museum's hours of operation at <http://www.westchicago.org/Museum/index.html>.

Application for a Certificate of Appropriateness

Date Rec'd ___/___/___

C.O.A. # _____

For office use only

Applicant Information (please print)

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Property Interest of the Applicant: (please check one of the following)

Owner Lessee/Tenant Contractor Other: _____

Property Owner Information (if different than the applicant, please print)

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Property Information

Historic District: (please check one of the following)

Turner Junction E. Washington Street Individual Landmark

(Site Address)

Scope of Work Checklist

Relocation of a structure Demolition of a structure

New construction/addition Exterior alteration

Interior construction which affects structural members (Individual Landmark only)

Please check the appropriate item(s) below if the proposed work is either new construction/addition or an exterior alteration.

Roof Window Door Trash enclosure

Sign Shutters Siding Awning/canopy

Fence Gutters Landscaping Masonry repair/cleaning

Deck Shed Retaining wall Detached garage

Patio Stairs Light fixture Driveway/parking lot

Porch Architectural feature
(decorative ornamentation) Mechanical system unit
(HVAC)

Other (please explain) _____

Signature

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site in order to provide information for the formal determination of the Certificate of Appropriateness.

(Signature of Applicant)

(Date)

(Signature of Owner, if Different From the Applicant)

(Date)

Application Procedure

1. The applicant files all of the required application documents.
2. Staff reviews the application documents. If additional documentation or clarifications are required, the applicant shall revise and resubmit the missing/revised documents as directed by staff.
3. When all of the documentation is deemed complete by staff, the application shall be scheduled for consideration at the next available Historical Preservation Commission meeting. The Commission's regularly scheduled meetings are the fourth Tuesday of every month.
4. The Historical Preservation Commission will consider the application and vote on the matter. A vote will not be taken until the Commission has reviewed all of the necessary information and evaluates the request based on the established Certificate of Appropriateness criteria.

Purpose

The purpose of the historic districts and landmarks is to promote the educational, cultural, economic and general welfare of the community by:

1. Providing a mechanism to identify and preserve the special distinctive historic, aesthetic, architectural, and/or landscaping characteristics of West Chicago, which represent elements of the city's cultural, social, economic, political and architectural history.
2. Fostering civic pride in the beauty and noble accomplishment of the past as presented in West Chicago's landmarks and historic districts.
3. Stabilizing and improving the property value of West Chicago's landmarks and historic districts, and encouraging continued utilization of such properties and their adaptation for current use.
4. Protecting and enhancing the attractiveness of the city to its homebuyers, homeowners, residents, tourists, visitors and shoppers, and thereby, supporting and promoting business, commerce, industry and providing economic benefit to the city.
5. Fostering and encouraging preservation, restoration and historically sensitive rehabilitation.
6. Ensuring that all of the economic benefits resulting from preservation, including tax incentives, new jobs and renewed buildings are available to our citizens.
7. Encouraging new or rehabilitated buildings and developments that will be harmonious in scale, color, form, texture, and materials with existing historic structures, sites and neighborhoods.

Reference Materials

The City has several reference documents available to assist you in any manner of work you desire to complete on your historic structure. You can obtain these documents from the Department of Community Development located within City Hall at 475 Main Street or you can view these documents online at

http://www.westchicago.org/Departments/HP_index.html.

Criteria

In making a determination whether to issue or deny a Certificate of Appropriateness, the Historical Preservation Commission shall consider, among other things, the effect of the proposed construction, alteration, removal or demolition upon historic, esthetic or architectural value, characteristics and significance of the landmark or of the historic district. The criteria to be used by the Commission in making its determination shall include, but is not limited to:

1. The maintenance of the significant original qualities or character of the structure or property, including, if significant, its landscape. The removal or alteration of any historic or distinctive architectural features should be avoided when possible.
2. The compatibility of the architectural style and design detailing the proposed construction, alteration, addition or repair with the original architecture of the landmark or styles within the historic district.
3. The compatibility of the general design, arrangement, scale, texture or materials of the construction or alteration, with the historic, esthetic or architectural values, characteristics and significance of the historic district and/or landmark.
4. The relationship of the location of the construction, alteration, or demolition to the streets, public or semipublic ways and any other improvement or property within a historic district.
5. It is recommended that construction, alteration and demolition shall be done in accordance with the following:
 - a. All buildings, structures, and sites should be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance should be discouraged.
 - b. Exterior physical changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected.
 - c. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site should be treated with sensitivity.
 - d. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material need not be identical to but should match the material being replaced in composition, design, color, texture and other visual qualities.
 - e. The surface cleaning of structures should be undertaken with the gentlest means possible. Abrasive cleaning and other cleaning methods that will damage the historic building materials should not be undertaken.
 - f. Every reasonable effort should be made to protect and preserve archaeological resources affected by, or adjacent to, any project.

- g. Contemporary design for alterations and additions to existing properties should not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment as outlined:
1. *Height.* The height of the proposed structure or additions or alterations should be compatible with surrounding structures.
 2. *Proportions of structure's front facade.* The proportions and relationships between the width and height of the proposed structure should be compatible with nearby structures.
 3. *Proportions of openings into facility.* The proportions and relationships between doors and windows should be compatible with existing structures.
 4. *Relationship of building masses and spaces.* The relationship of a structure to the open space between it and adjoining structures should be compatible.
 5. *Roof shapes.* The design of the roof should be compatible with adjoining structures.
 6. *Landscape and appurtenances.* Landscaping and the use of appurtenances should be sensitive to the individual structures, its occupants and their needs. Further, the landscape treatment should be compatible with surrounding structures and landscapes.
 7. *Scale of structure.* The scale of the structure should be compatible with surrounding structures.
 8. *Directional expression of front elevation.* Street facades should blend with other structures with regard to directional expression. When adjacent structures have a dominant horizontal or vertical expression, this should be carried over and reflected.
 9. *Architectural details.* Architectural details and materials should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of that area.
- h. Wherever possible, new additions or alterations to structures should 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 structure would not be impaired.