

**VILLAGE OF HINSDALE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
19 East Chicago Avenue  
Hinsdale, Illinois 60521-3489  
(630) 789-7000 or (630) 789-7030

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

In order to undertake any exterior alterations, additions, or demolition, owners of Designated Landmarks or buildings in Designated Historic Districts must obtain a Certificate of Appropriateness from the Hinsdale Historic Preservation Commission. This certificate must be obtained prior to issuance of a building permit. Conditions placed on Certificates for properties located within a designated Historic District are non-binding, however, properties designated as a Local Landmark must adhere to the conditions of the Certificate of Appropriateness as it is binding.

**INSTRUCTIONS**

*All applicants must complete all sections of this application form. Incomplete applications will not be processed, and a public hearing will not be scheduled, until the application is complete and complies with all applicable requirements of Title XIV of the Village Code of Hinsdale. If a section of this application form is not applicable, please write "Not Applicable" or "N/A" in the appropriate place.*

The Commission meets the first Wednesday of each month. Submit completed packets to the Staff Secretary/Village Planner per attached submittal deadlines. The twenty (20) packets must be collated and plans folded so that they do not exceed 9" x 12" of each of the following items must be submitted:

◆ Completed application with notarized certification.

◆ Photos and drawings shall include architectural details that have previously been recognized by the Commission as worthy of preservation. Photos may be either color or black & white. They should be no larger than 4" x 6" in size and no smaller than 3" x 5". Polaroid's and slides are not acceptable. Photos should be numbered or labeled and accompanied by a descriptive list.

- 1) All existing exterior elevations of the building under review.
- 2) Adjacent structures – include those structures adjacent and across the street from the building under review – include the building's relationship to these structures.

◆ Accurate/current Plat of Survey. All portions must be legible.

◆ Architectural drawings in 18"x24", clearly depicting the proposed alterations or work in color. Drawings should include the accurate drawings of the proposed site plan, floor plans, and all exterior elevations. Indicate all areas of exterior demolition.

**VILLAGE OF HINSDALE  
HISTORIC PRESERVATION COMMISSION APPLICATION  
FOR CERTIFICATE OF APPROPRIATENESS**

The undersigned (the "Applicant") hereby makes application pursuant to Title XIV of the Village Code of Hinsdale, as amended, for a Certificate of Appropriateness for the building, structure or site described below. The Applicant certifies to the Village of Hinsdale that the following facts are true and correct:

**Address of Property under review:**  
**Property Identification Number:** \_\_\_\_\_

**I. GENERAL INFORMATION**

1. Applicants Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
2. Owner of Record (if different from applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. Others involved in project (include, name, address and telephone number):  
Architect: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Builder: \_\_\_\_\_  
Engineer: \_\_\_\_\_

**II. SITE INFORMATION**

1. Describe the existing conditions of the property: \_\_\_\_\_  
\_\_\_\_\_
2. Property Designation:  
Listed on the National Register of Historic Places?    \_\_\_\_\_ YES    \_\_\_\_\_ NO  
Listed as a Local Designated Landmark?                    \_\_\_\_\_ YES    \_\_\_\_\_ NO  
Located in a Designated Historic District?                \_\_\_\_\_ YES    \_\_\_\_\_ NO

3. Description of work proposed. *(Please submit a description of the proposed alterations and/or additions. Attach additional sheets, and photographs, as necessary).*

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## 5. TABLE OF COMPLIANCE

Address of subject property: \_\_\_\_\_

\*The following table is based on the \_\_\_\_\_ Zoning District.

You may write "N/A" if the application does NOT affect the building/subject property.	Minimum Code Requirements	Existing Development	Proposed Development
Lot Area (SF)			
Lot Depth			
Lot Width			
Building Height			
Number of Stories			
Front Yard Setback			
Corner Side Yard Setback			
Interior Side Yard Setback			
Rear Yard Setback			
Maximum Floor Area Ratio (F.A.R.)*			
Maximum Total Building Coverage*			
Maximum Total Lot Coverage*			
Parking Requirements			
Parking front yard setback			
Parking corner side yard setback			
Parking interior side yard setback			
Parking rear yard setback			
Loading Requirements			
Accessory Structure Information			

\* Must provide actual square footage number and percentage.

Where any lack of compliance is shown, state the reason and explain the Village's authority, if any, to approve the application despite such lack of compliance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CERTIFICATION

The Applicant hereby acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief;
- B. The Applicant will provide the Village with all additional information, as required, prior to the consideration of, or action on, this application;
- C. The Applicant shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. If the Applicant fails to provide any of the requested information, or any other requested information by the Boards, Commissions, and/or Staff, then the applicant will not be considered.

### INDIVIDUAL OWNERS

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### CORPORATION

\_\_\_\_\_  
Signature of Applicant's President

\_\_\_\_\_  
Signature of Applicant's Secretary

### PARTNERSHIP

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### LAND TRUST

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Authorized Officer

SUBSCRIBED AND SWORN  
to before me this \_\_\_\_\_ day of

\_\_\_\_\_  
Notary Public