



Community Development Department

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villageofhinsdale.org

CERTIFICATE OF APPROPRIATENESS

APPLICATION INFORMATION PACKET

A Certificate of Appropriateness is required for exterior changes to Designated Landmarks, the construction of a new residence in the Robbins Park Historic District, and the demolition, relocation, or removal of an existing residence in the Robbins Park Historic District.

Applicants should contact the Village Planner to discuss the application requirements and any questions prior to formal submittal. A preliminary application meeting and/or review is recommended for all application types. Incomplete applications will not be processed and will not be scheduled onto an upcoming meeting agenda until the application is deemed complete and staff has determined it meets all code requirements.

REQUIRED APPROVALS

The Certificate of Appropriateness application process is determined by the application type. Applications related to Designated Landmarks are subject to an expedited review process. Applications entailing demolition and new construction in the Robbins Park Historic District are subject to a preliminary review and Design Review meeting prior to the formal submittal of a Certificate of Appropriateness application.

Preliminary Certificate of Appropriateness Application / Design Review Meeting

A mandatory Preliminary Certificate of Appropriateness (COA) application and subsequent Design Review Meeting is required for the following cases:

1. Demolition, removal, or relocation of any Designated Landmark
2. Demolition, removal, or relocation of an existing residence in the Robbins Park Historic District
3. Construction of a new residence in the Robbins Park Historic District

While only the application types specified above are required to submit a Preliminary COA application, all applicants filing a COA application are encouraged to submit a preliminary application to seek informal preliminary input from the Ad Hoc Historic District Design Review Team at a Design Review Meeting.

Certificate of Appropriateness Application / Historic Preservation Commission Meeting

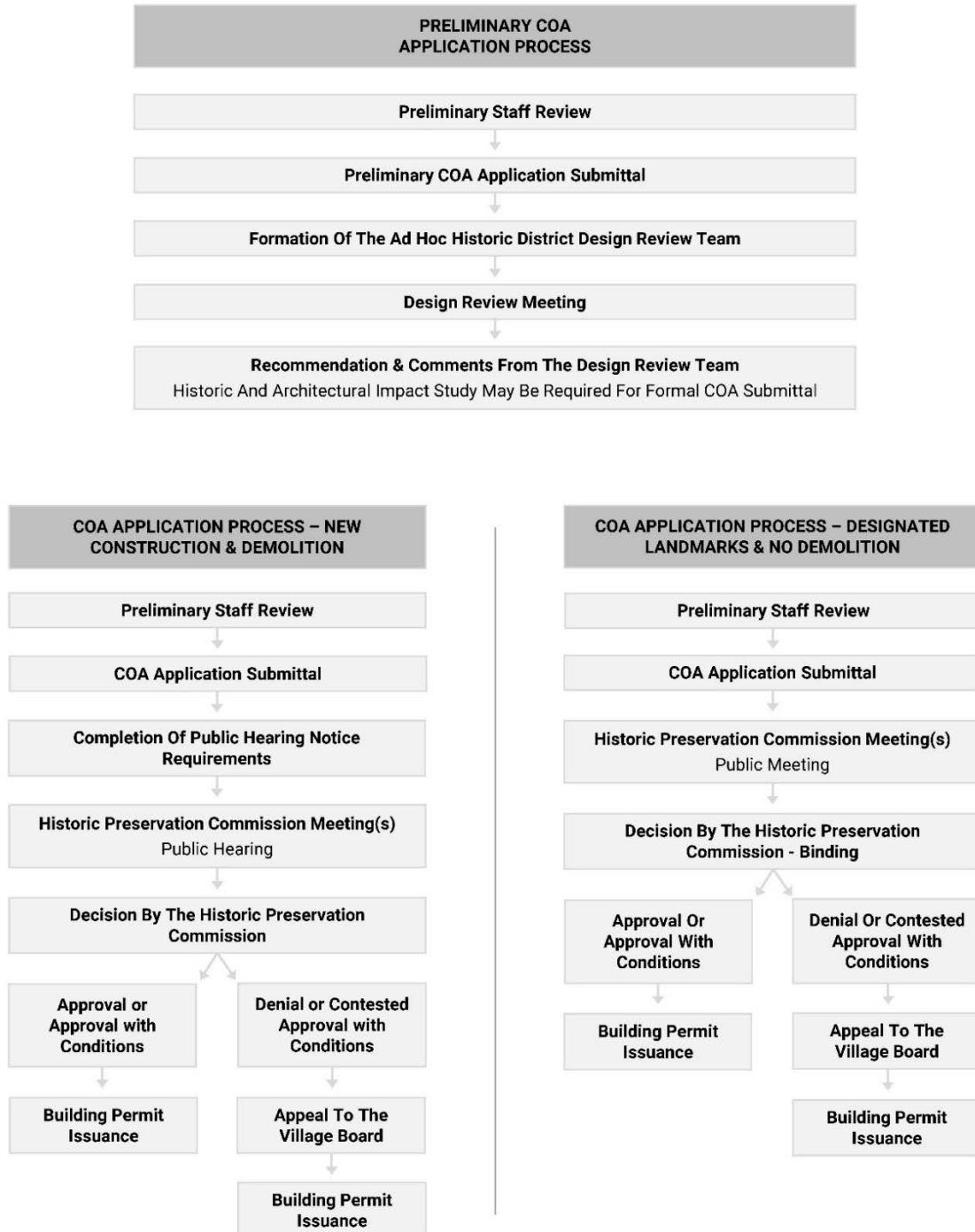
A Certificate of Appropriateness (COA) by the Historic Preservation Commission is required prior to issuance of a building permit and for the following cases:

1. Alteration, demolition, changes to signage, or any other physical modification to the exterior architectural appearance of a Designated Landmark
2. Demolition, relocation, or removal of an existing residence in the Robbins Park Historic District
3. Construction of a new residence in the Robbins Park Historic District

REVIEW PROCESS SUMMARY

Decisions by the Historic Preservation Commission and the Village Board for Designated Landmarks are binding. Decisions for properties located in the Robbins Park Historic District and that are not Designated Landmarks are advisory only.

The Preliminary COA review process is estimated to take about 2 months to complete between formal submittal and final consideration by the Design Review Team. The COA review process is estimated to take 1-3 months between formal submittal and consideration by the HPC. Review of an appeal by the Village Board may add another 1-2 months to the project timeline.



PRELIMINARY CERTIFICATE OF APPROPRIATENESS APPLICATION – REVIEW PROCESS

1. Preliminary Staff Review. Applicants must submit a preliminary application to the Village to review prior to formal submittal.
2. Preliminary COA Application Submittal. Complete application packets must be submitted to the Community Development Department to facilitate the formation of the Design Review Team. Refer to Page 6 for the list of submittal requirements.
3. Formation of the Ad Hoc Historic District Design Review Team. Within fifteen (15) days of filing an application, the Village President or their designee shall designate members of the Ad Hoc Historic District Design Review Team.
4. Design Review Meeting. Within thirty (30) days of formation, the Design Review Team shall provide comments and feedback on the proposed demolition and concept plans to an applicant at a meeting in person, via video conferencing, or a combination of both. The applicant, property owner, and design professional must be in attendance at the meeting.

The purpose of a Design Review Meeting is to provide informal design feedback, education, guidance, and advice to property owners seeking to demolish an existing residence and/or build a new residence in the Robbins Park Historic District. The Design Review Team will provide preliminary views or concerns when plans are conceptual, where adjustments to the design are still possible, and prior to the applicant expending the funds necessary to prepare plans for a COA application. In addition, the Design Review Team may determine the necessity for a Historic and Architectural Impact Study prior to consideration of a COA application. Any views expressed in the course of the Team's review shall be deemed to be advisory and only the individual views of the Team member.

5. Ad Hoc Historic District Design Review Team Recommendation and Comments. At the conclusion of the meeting, the District Design Review Team shall summarize its recommendations and comments on the proposed design and any other matters before it. Such recommendations and comments shall be reduced to writing and may include any proposed changes it would like an applicant to make to the conceptual design prior to submission of a formal COA application. The recommendations and comments shall be provided to the applicant, along with a copy to Village staff and to the Historic Preservation Commission, within fifteen (15) days following the conclusion of the meeting.
6. Determination Regarding a Historic and Architectural Impact Study. For cases involving the demolition, removal or relocation of any Designated Landmark or residence within the Robbins Park Historic District, the majority of the Team members may determine that the affected residence has sufficient architectural or historic merit to warrant conducting a full Historic and Architectural Impact Study. Such Study shall be prepared by the applicant, at the applicant's sole cost and expense, and be provided to the Village as part of a formal COA application. The Study shall include the information set forth in Section 14-5-4.B, included on Page 10.

CERTIFICATE OF APPROPRIATENESS APPLICATION – REVIEW PROCESS

1. Preliminary Staff Review & Permit Submittal for Code Compliance Review. Applicants must submit a preliminary COA application to the Village to review prior to formal submittal. A building permit must be submitted for staff review in order to verify Zoning Code compliance prior to an application moving forward to the HPC. Typically, Zoning Code compliance is confirmed in the first or second building permit review.
2. Application Submittal. Application packets must be submitted to the Community Development Department at least thirty (30) days prior to the regularly scheduled Historic Preservation Commission meeting to be placed on the agenda. Refer to Page 7 for the list of submittal requirements.

Incomplete applications will not be processed and will not be scheduled for review on an agenda until the application is deemed complete and staff confirms that all code requirements are met via a building permit submittal. In cases where required, a Preliminary COA application, Design Review Meeting, and recommendation and comments from the Ad Hoc Historic District Design Review Team are necessary prerequisites to filing a formal COA application.

3. Historic Preservation Commission Meeting. The Historic Preservation Commission meets the first Wednesday of each month. The applicant, property owner, and design professional must be in attendance at the public hearing to present the proposed project, answer questions from the Commission, and ensure any comments provided by the Commission are received and understood.

The review process by the Historic Preservation Commission is determined by the application type:

- No Demolition – Public Meeting. The Commission shall review the application at a public meeting. The applicant is not required to complete public notification requirements prior to the meeting.

The public meeting shall be commenced, conducted and concluded, and a decision on the COA issued by the Commission as soon as practicable, but in no event later than sixty (60) days after the properly completed formal application has been filed, unless such time is extended by agreement of the applicant or the applicant failed to appear. Unless such time is extended by agreement of the applicant, or the applicant failed to appear, the failure by the Commission to render a decision within sixty (60) days shall be deemed approval by the Commission of the COA.

- Demolition, Relocation, Removal, and New Construction of a Residence – Public Hearing. The Commission shall review the application at a public hearing. The applicant is responsible for notifying the owners of record of all adjacent properties within 250 feet of the subject property via certified mail with return receipt requested or personal delivery not less than fifteen (15) days nor more than thirty (30) days in advance of the public hearing date. The Village shall provide notice in a newspaper in advance of the public hearing date and will provide the applicant with the notice published in the newspaper for their use. Prior to the public hearing, the applicant will be required to submit a signed, notarized Certificate of Proper Notice Form, a list of all of the addresses of property to whom notices were given to, and certified mail return receipts to the Community Development Department.

The public hearing shall be commenced, conducted and concluded and a decision on COA shall be made by the Commission as soon as practicable, but in no event later than sixty (60) days after the public hearing has commenced, unless such time is extended by agreement of the applicant or the applicant, property owner and/or design professional failed to appear. Unless such time is extended by agreement of the applicant, or the applicant, property owner and/or design professional failed to appear at a meeting or meetings, the failure by the Commission to conclude the hearing and render a decision within sixty (60) days shall be deemed approval by the Commission of the COA.

4. Decision by the Historic Preservation Commission. Decisions by the Commission on the Certificate of Appropriateness applications for properties located in the Robbins Park Historic District are advisory only, but are binding for Designated Landmarks. A COA shall be invalid if the plans are substantially changed after a final decision is made, if any conditions are not satisfied, if any building permit issued for the approved work becomes invalid, or actions authorized are not completed within three (3) years following the decision.

The review process is determined by the application type:

- Decisions on Designated Landmarks.
 - Approval. The Commission shall issue the COA, allowing the Community Development Department to proceed with other required reviews and permit approvals.
 - Approval with Conditions. The Commission shall notify the applicant in writing and the reasons conditions were requested with regard to the Standards in Section 14-5-2 of the Village Code. If the applicant finds the conditions acceptable, or if the applicant does not appeal the approval within the prescribed period of time, the Commission shall issue the COA, subject to the conditions.
 - Denial. The Commission shall notify the applicant in writing and shall specify the particular reasons that the application is inconsistent with the Standards in Section 14-5-2 of the Village Code. If the Commission issues a denial, no alteration shall be permitted to proceed, and no permits shall be issued for, the proposed alteration, demolition, signage, or any other physical modifications of, the Designated Landmark.
 - Appeal. When a COA is denied, or approved with conditions that the applicant does not agree to, the applicant may appeal the Commission's decision to the Village Board by filing an appeal in writing to the Village Manager within fifteen (15) days after the applicant is served with notice of the Commission's decision. The Village Board may receive comments on the contents of the record but no new matter may be considered by the Village Board. The Village Board may affirm the decision or recommend changes by a majority vote of the Board after due consideration of the facts contained in the record submitted to the Board by the Commission. The Village Board may overturn the Commission's decision by a majority vote of a quorum of the Village Board.
- Decisions on Demolition, Relocation, Removal and New Construction in the Robbins Park Historic District.
 - Approval. The Commission shall issue the COA, allowing the Community Development Department to proceed with other required reviews and permit approvals.
 - Approval with Conditions. The Commission shall notify the applicant in writing and the reasons conditions were requested with regard to the Standards in Section 14-5-2 of the Village Code. If the applicant finds the conditions acceptable, the Commission shall issue the COA, subject to the conditions. If the applicant does not notify the Commission that the conditions are acceptable within ten (10) days of the decision having been made, the approval with conditions will be considered to be a denial, subject to further consideration by the Village Board (see below).
 - Denial. A denial shall be forwarded to the Village Board for further consideration (see below).
 - Review by the Village Board. No later than sixty (60) days following a vote by the Commission approving a COA with conditions the applicant does not accept, or denying a COA, the Village Board shall review the decision of the Commission and either deny the COA or approve the COA, with or without conditions.

The Village Board meets the first and third Tuesday of each month. The applicant, property owner, and design professional must be in attendance at the meeting. Unless such time is extended by agreement of the applicant, or the applicant, property owner, and/or design professional failed to

appear at a meeting, the failure by the Village Board to act within sixty (60) days, shall be deemed approval by the Board.

Following the decision of the Village Board, the Village shall issue the COA, allowing the Community Development Department to proceed with other required reviews and permit approvals. The final decision of the Village Board is advisory and shall not prohibit an applicant from proceeding with the proposed course of action upon receiving all other required approvals and permits.

5. Building Permit Issuance. A building permit must be obtained from the Community Development Department prior to initiating any work requiring a permit. Any change to the approved plans after the issuance of a COA shall be reviewed, approved, and inspected by staff to determine whether the work is still in substantial compliance with the approved COA. A COA shall be invalid if the approved plans are substantially changed, if any conditions are not satisfied, or if any building permit issued for the approved work becomes invalid. Changes to plans may require review and approval of a separate COA application at a public hearing at a Historic Preservation Commission meeting.

SUBMITTAL REQUIREMENTS

Applicants are required to submit ten (10) individually collated packets containing the following information and a complete electronic copy (PDF) to the Community Development Department for an application to be deemed complete.

All items must be stapled or paper clipped together. Oversized plans should be printed on 11x17 sized paper and must be folded in half to not exceed 8.5x11 in size.

Failure to provide all required information listed below will deem an application incomplete, unless specific materials are determined not applicable by the Community Development Department based on the project type. Incomplete applications will not be processed and will not be scheduled for review on an agenda until the application is deemed complete by staff and meets all code requirements. Additional documents or plans may be required by Village staff, the Historic Preservation Commission, the Village Board, or the Ad Hoc Historic District Design Review Team on a case-by-case basis.

Preliminary Certificate of Appropriateness - Required Submittal Items

- ☐ Electronic Copy of All Submittal Documents. An electronic copy of all of the required documents shall be submitted in PDF format on a USB drive, file sharing link, or via email to the Village Planner.
- ☐ Application Form. The form must be completed, signed, and notarized.
- ☐ Cover Letter / Description of Work. A cover letter must include a written detailed description of the existing conditions on site, all proposed exterior work, and new construction plans.
- ☐ Photos of Existing Conditions. Colored photos must show all elevations of the building and existing conditions, as well as detailed areas where exterior improvements are proposed.
- ☐ Photos of Surrounding Structures & Properties. Colored photos must show all properties and structures adjacent to and across the street from the subject property. All photos must be labeled with corresponding addresses.
- ☐ Plat of Survey. The plat of survey must be prepared by a licensed surveyor registered with the State of Illinois, and must include a legible legal description.
- ☐ Site Plan - Conceptual.
- ☐ Building Elevations - Conceptual.
- ☐ Proof of Ownership / Letter of Authorization. Proof of ownership (warranty deed, mortgage statement, title insurance document, most recent property tax form, etc.) or a letter of authorization from the property owner providing written consent that the applicant may apply for a Preservation Incentive. Applications must be submitted by the property owner unless permission is granted in writing to the tenant by the property owner.
Only 1 printed copy and an electronic copy (PDF) is required

Certificate of Appropriateness - Required Submittal Items

- **Electronic Copy of All Submittal Documents.** An electronic copy of all of the required documents shall be submitted in PDF format on a USB drive, file sharing link, or via email to the Village Planner.
- **Application Form.** The form must be completed, signed, and notarized. The Table of Compliance must be accurately completed by an architect / engineer, verified for code compliance, and match the information on the Certificate of Zoning Compliance and plan set.
- **Certificate of Zoning Compliance (COZC).** The form must be signed by the applicant and must match the Table of Compliance included in the Application Form.
- **Cover Letter / Description of Work.** A cover letter must include a written detailed description of the existing conditions on site and all proposed exterior work, alterations, additions, or new construction and identify building materials, colors, and construction methods.
- **Photos of Existing Conditions.** Colored photos must show all elevations of the building and existing conditions, as well as detailed areas where exterior improvements are proposed.
- **Photos of Surrounding Structures & Properties.** Colored photos must show all properties and structures adjacent to and across the street from the subject property. All photos must be labeled with corresponding addresses.
- **Plat of Survey.** The plat of survey must be prepared by a licensed surveyor registered with the State of Illinois, and must include a legible legal description.
- **Site Plan.** The site plan must include a scaled drawing of the site, north arrow, lot lines and dimensions, adjacent streets, proposed setbacks, dimensioned existing and proposed buildings and structures, paved areas, accessory structures, and all proposed changes.
- **Building Elevations.** Scaled, dimensioned drawings must indicate all proposed changes to the exterior of a building or structure, or must indicate plans for new construction, including for accessory structures. Building materials, colors, and other applicable construction information regarding exterior changes or building elements must be clearly labeled (roofing, siding, masonry, windows, doors, trim, architectural features, etc.). Elevations must be labeled with cardinal directions. Where applicable, provide a materials exhibit, manufacturer specifications sheets, or brochures of proposed materials.
- **Floor Plans.** The interior layout of all existing structures and proposed new or renovated structures must be shown.
- **Streetscape Exhibit.** For demolition and new construction projects, plans and specifications must be provided pertaining to landscaping, massing, relationship to the site, streetscape, scale, and signs. No application for demolition shall be deemed complete without inclusion of such information absent a waiver of this requirement by the Commission or appeal by the Village Board. A streetscape exhibit must show an elevation drawing of all street facing facades for proposed new construction in relationship to adjacent buildings. A tree survey / landscape plan must indicate any trees proposed for removal.
- **Proof of Ownership / Letter of Authorization.** Proof of ownership (warranty deed, mortgage statement, title insurance document, most recent property tax form, etc.) or a letter of authorization from the property owner providing written consent that the applicant may apply for a Preservation Incentive. Applications must be submitted by the property owner unless permission is granted in writing to the tenant by the property owner.
Only 1 printed copy and an electronic copy (PDF) is required

CERTIFICATE OF APPROPRIATENESS STANDARDS – VILLAGE CODE SECTION 14-5-2

Applications for a COA shall conform to the applicable Standards listed in Section 14-5-2:

A. General Standards:

1. Alterations that do not affect any essential architectural or historic features of a structure or building as viewed from a public or private street ordinarily should be permitted.
2. The distinguishing original qualities or character of a structure, building, or site and its environment should not be destroyed. No alteration or demolition of any historic material or distinctive architectural feature should be permitted except when necessary to assure an economically viable use of a site.
3. All structures, buildings, sites, and areas should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance than the true age of the property are discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a structure, building, or site and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected when dealing with a specific architectural period.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure, building, site, or area should ordinarily be maintained and preserved.
6. Deteriorated architectural features should be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures and buildings should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the structures and buildings should be avoided.
8. New structures or buildings, or alterations to sites should not be discouraged when such structures or alterations do not destroy significant historical or architectural features and are compatible with the size, scale, color, material, and character of the site, neighborhood, or environment.
9. Whenever possible, new structures or buildings, or alterations to the existing conditions of sites should be done in such a manner that, if such new structures or alterations were to be removed in the future, the essential form and integrity of the original structure, building, site, or area would be unimpaired.
10. Any permitted alteration or demolition should promote the purposes of this Title and general welfare of the Village and its residents.
11. Demolition should not be permitted if a structure, building, or site is economically viable in its present condition or could be economically viable after completion of appropriate alterations, even if demolition would permit a more profitable use of such site.

B. Design Standards:

1. **Height:** The height of a landmark after alteration should be compatible with the height of the original landmark. The height of a structure or building and adjacent open spaces after any proposed alteration or construction within an historic district should be compatible with the style and character of the structure or building and with surrounding structures and buildings in an historic district.
2. **Relationship Between Mass And Open Space:** The relationship between a landmark and adjacent open spaces after its alteration should be compatible with such relationship prior to such alteration. The relationship between a structure or building and adjacent open spaces after alteration within an historic district should be

compatible with the relationship between surrounding structures, buildings and adjacent open spaces within such historic district.

3. Relationship Among Height, Width And Scale: The relationship among the height, width, and scale of a landmark after alteration should be compatible with such relationship prior to such alteration. The relationship among height, width, and scale of a structure or building after an alteration within an historic district should be compatible with the relationship among height, width, and scale of surrounding structures and buildings within such historic district.

4. Directional Expression: The directional expressions of a landmark after alteration, whether its vertical or horizontal positioning, should be compatible with the directional expression of the original landmark. The directional expression of a structure or building after alteration within an historic district should be compatible with the directional expression of surrounding structures and buildings within such historic district.

5. Roof Shape: The roof shape of a landmark after alteration should be compatible with the roof shape of the original landmark. The roof shape of a structure, building, or object after alteration within an historic district should be compatible with the roof shape of surrounding structures and buildings within such historic district.

6. Architectural Details, General Designs, Materials, Textures, And Colors: The architectural details, general design, materials, textures, and colors of a landmark after alteration should be compatible with the architectural details, general design, materials, textures, and colors of the original landmark. The architectural details, general design, materials, textures, and colors of a structure or building after alteration within an historic district should be compatible with the architectural details, general design, materials, textures, and colors of surrounding structures and buildings within such historic district.

7. Landscape And Appurtenances: The landscape and appurtenances, including without limitation signs, fences, accessory structures, and pavings, of a landmark after alteration should be compatible with the landscape and appurtenances of the original landmark. The landscape and appurtenances of a structure or building after alteration within an historic district should be compatible with the landscape and appurtenances of surrounding structures and buildings within such historic district.

8. Construction: New construction in an historic district should be compatible with the architectural styles, design standards and streetscapes within such historic districts.

C. Additional Standards: In addition to the foregoing standards, the commission may consider the secretary of the interior's standards for rehabilitation guidelines for rehabilitating historic buildings (revised 1983), and any amendments thereto, in reviewing any application under this section.

HISTORIC AND ARCHITECTURAL IMPACT STUDY

In cases involving the demolition, relocation or removal of any existing residence within the Robbins Park Historic District, where a majority of the Ad Hoc Historic District Design Review Team determined that the existing residence has sufficient architectural or historic merit to warrant conducting a full Historic and Architectural Impact Study, such study shall be provided, at the applicant's sole cost and expense, as part of a formal application. The study shall be prepared by the Hinsdale Historical Society or one or more persons who are qualified to render opinions on the architectural style and merit of buildings, the historical significance of buildings, or both.

The study shall include the following information where available from the Hinsdale Historical Society or other readily available sources:

1. Information on Preparers. The names, addresses, qualifications and experience of all persons who prepared any part of the study.
2. Ownership History of the Property. The Historic and Architectural Impact Study shall trace the ownership of the property since its construction and identify any owner who had or has a significant role in the history of the Village, State of Illinois or United States, or who is tied to a significant event in the history of the Village, State of Illinois or United States.
3. Construction History of the Property. The Historic and Architectural Impact Study shall provide a narrative description of all alterations made to the exterior of any building and open space on the property since the date of original construction, including the addition or removal of accessory structures, including the dates of such work and the architect(s) involved.
4. Architectural Significance of the Property. The Historic and Architectural Impact Study shall identify the original and all subsequent architects, providing information on the importance and range of influence of each. The Study shall also evaluate the architectural style, including detailing materials, craftsmanship, methods of construction and rarity, and shall include interior and exterior photographs to illustrate such characteristics.
5. Landmark Status of the Property. The Historic and Architectural Impact Study shall state whether the property or structures have been:
 - a. Designated a landmark pursuant to this title;
 - b. Included in the most recent Illinois Historic Structures Survey conducted under the auspices of the Illinois Department of Conservation; or
 - c. Listed on the National Register of Historic Places or the Illinois Register of Historic Places.
6. Impact on Immediate Neighborhood. The Historic and Architectural Impact Study shall also consider the contribution of the residence to the neighborhood, the existence of a particular grouping of similar styles, periods or types of property relating to the structure, and the resulting impact that the proposed demolition will have on the immediate neighborhood.
7. Historic or Architectural Features Warranting Preservation. The Historic and Architectural Impact Study shall specifically identify any critical exterior historical or architectural features of the residence that warrant preservation.