

**CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM**



PROJECT INFORMATION	
Property Address	
PIN(s)	
Zoning District	Land Use
APPLICATION TYPE (CHECK ALL THAT APPLY):	PROPERTY INFORMATION (CHECK ALL THAT APPLY):
<input type="checkbox"/> Preliminary Certificate of Appropriateness – Design Review <input type="checkbox"/> Certificate of Appropriateness – Demolition and New Construction in the Robbins Park Historic District <input type="checkbox"/> Certificate of Appropriateness – Designated Landmark	<input type="checkbox"/> Listed as a Local Designated Landmark <input type="checkbox"/> Located in a Designated Historic District <input type="checkbox"/> Listed on the National Register of Historic Places
APPLICANT	
Name	Company
Address	City / State / Zip
Phone	Email
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)	
Name	Company
Address	City / State / Zip
Phone	Email
ARCHITECT	
Name	Company
Address	City / State / Zip
Phone	Email
ATTORNEY	
Name	Company
Address	City / State / Zip
Phone	Email
ENGINEER	
Name	Company
Address	City / State / Zip
Phone	Email

BRIEF DESCRIPTION OF PROJECT

PROJECT TYPE (CHECK ALL THAT APPLY):	PROJECT DETAILS
<input type="checkbox"/> Exterior Alterations	Property Size (Square Feet)
<input type="checkbox"/> Building Addition	
<input type="checkbox"/> New Construction	Existing Building Size (Square Feet)
<input type="checkbox"/> Demolition	
<input type="checkbox"/> Relocation / Removal	Proposed Building Size (Square Feet)

PROPERTY OWNER & APPLICANT SIGNATURES

The Applicant (and Owner, if different) certifies, acknowledges and agrees that:

1. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The Owner of the property, if different from the Applicant, states that they consent to the filing of this application and that all information contained in this application is true and correct to the best of their knowledge.
2. The Applicant understands that an incomplete application will not be considered. In addition, the Applicant understands that the Village may require additional information prior to the consideration of this application.
3. The Applicant shall make the subject property available for inspection by the Village at reasonable times. The Village and its representatives have the right, and are hereby granted permission, to enter upon the property for purposes of conducting any inspections that may be necessary in connection with this application.
4. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant(s) 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 (10) days following the change, and that failure to do so may be grounds for denial of the application.
5. The Applicant understands that they are responsible for all application fees and any other fees required by the Village Code Zoning Code, unless otherwise waived as part of this application process. The Owner of the property and, if different, the Applicant are jointly and severally liable for the payment of application fees. The Owner has agreed to pay said fees, unless otherwise waived, and to consent to the filing and foreclosure of a lien against the property for the fee plus costs of collection, if the account is not settled within thirty (30) days after the mailing of a request for payment.
6. The Applicant acknowledges that the information submitted in connect with this application becomes public record and that it may be subject to disclosure under the Freedom of Information Act.
7. The Applicant agrees that all work shall be completed in accordance with the plans, specifications and conditions which accompany this application, and acknowledges compliance with all Zoning Code and Village Code requirements. .

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of the Property Owner

Signature of the Property Owner

Date

TABLE OF COMPLIANCE

Address of property: _____

The following table is based on the _____ Zoning District.

Write "N/A" if the application does not affect the building/ property.	Minimum Code Requirements	Existing Development	Proposed Development
Lot Area (Square Feet)			
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			

* Both the calculated number in square feet and the percentage must be provided.

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:
