



Village of Northfield

Architectural Commission Review Process



Department of Community Development and Building

Village of Northfield
Department of Community Development and Building
361 Happ Road
Northfield, Illinois 60093
www.northfieldil.org
(847) 446-9200



Architectural Commission Review Process

*Village of Northfield
Department of Community Development and Building*

Overview

The Architectural Commission consists of seven (7) members appointed by the President and Village Board of Trustees in Northfield to review plans to ensure they have been prepared to maintain the high standards of building design, materials and aesthetic relationships established within the community. Specifically, all of the following require Architectural Commission review and approval:

- Signs Requiring a Permit - *Chapter 12, Section 6.*
- Sign Variations - *Chapter 12, Section 15.*
- Fence Variations – *Chapter 18, Section 16.*
- Antennas Exceeding Wind Resistance Limits of Chapter 18-20 A (1) and B (1) - *Chapter 18, Section 20.*
- Antenna Variations - *Chapter 18, Section 22.*
- Tennis and Sport Courts - *Chapter 18, Section 25.*
- Personal Wireless Service Facilities – *Chapter 18, Section 41.*
- All New Facilities or Exterior Renovations in the Office/Research, Village Center, B-1 General Business, M-1 Light Manufacturing, or Non-Residential in a Residential District - *Appendix A, Articles VIII, VIIIA, VIIIB, IX.*
- All Special Use Applications (in conjunction with Plan and Zoning review) – *Appendix A, Article XII.*
- Planned Unit Developments (in conjunction with Plan and Zoning review) – *Appendix A, Article XV.*

■ *Architectural Procedures – October, 1999*

Process

Thank you for applying for review of your project by the Northfield Architectural Commission. Our staff is available to assist you if necessary to help you through this process. This packet has been prepared to outline the basic procedures and submittals. We hope you find it helpful.

1. As a first step, the Petitioner should review all applicable code sections. In addition, they may choose to arrange a pre-application meeting with the Department of Community Development and Building to review the preliminary concept plan, application and relevant code sections.
2. The Petitioner must make formal application for Architectural Commission review. The Petitioner must provide seventeen (17) copies of the application including all submittals. (See submittal section on page 4).
3. The Architectural Commission meetings are held on the second Monday of each month and applications are due approximately five (5) weeks prior to this date to be scheduled for the meeting. A detailed list of the meeting and submittal dates for the year is available on the back of the blue cover page.
4. The staff will review the project and forward a report along with the plans to the Architectural Commission and the petitioner.
5. Public notice to surrounding property owners is required for some of the projects reviewed by the Architectural Commission. Please note that if your project is subject to this requirement, you must send the notification letters not less than fifteen (15) days nor more than thirty (30) days prior to the meeting. A detailed list of the types of projects which require notification, the process, notification affidavit and a sample letter is provided in the notification section on page 7 and 8 of this application.
6. The Architectural Commission will then hold a meeting to review the proposed plans. At the meeting, the Petitioner or designated representative, having authority to modify the original submittal if necessary, must be in attendance to present the proposed project and answer questions of the Commissioners. At the meeting, the Commission will make a determination whether to approve, modify, continue or deny the proposed project.
7. Except for cases requiring another Commission review process, the Architectural Commission has final approval authority. Once a project is approved by the Architectural Commission, the petitioner may proceed with obtaining any necessary building permits.
8. If a petition is denied by the Architectural Commission, the petitioner may appeal the decision to the Village Board of Trustees within thirty (30) days of the Architectural Commission hearing. This appeal must be made in writing and should be sent to the Village of Northfield's Community Development Director.
9. Once the minutes from the meeting are approved, they are available on our website. Go to www.northfieldil.org, click on Boards and Commissions, click on Architectural Commission, click on Minutes for the Architectural Commission, click on the date you are looking for.

Submittals

Seventeen (17) copies and one (1) original of the following information, applicable to the requested action, must be provided to constitute a complete application:

- Application (see page 6) and Current Plat of Survey.
- A written synopsis describing the proposal.
- Detailed Site Plan. A full dimensioned plan illustrating all site improvements such as buildings, sign locations, trash enclosures, loading docks, fire lanes, lights, parking, tennis courts, antennas, fencing, and project zoning data.
- Design details of all proposed improvements including but not limited to, buildings, fences, antennas, and lighting. In the case of antennas, a letter from a registered structural engineer is required stating that the roof or foundation can withstand torque loading of one hundred (100) mile an hour winds.
- Preliminary engineering drawing with general drainage and grading.
- Letters from adjacent property owners (when applicable).
- Building elevations with height and materials indicated and Floor Plans.
- Description of building materials. Samples to be brought to Commission meeting.
- Landscape plans with existing and proposed plant material as well as the size and species of all proposed plantings indicated.
- Lighting drawings including a photometric plan and catalogue cuts.
- Signage Package. For each proposed sign, design details, text style, size, structural details, materials, colors, position or location for the proposed sign and type of illumination information should be provided. In addition, one set of color photographs taken within seven (7) days of the application showing the existing signage on the premises and adjacent property and a statement specifying the aggregate size of all signs existing on the site at the time of application.

In addition to the above, one (1) copy of the following information must also be provided to constitute a complete application:

- Application fee.
- Ownership information in the form of warranty deed, trust, title policy, fully executed lease, or fully executed contract to purchase.
- Original executed ownership and site authorization affidavit (see page 7).
- Notification affidavit, copy of the mailed letter and complete list of the mailing list (when applicable) must be submitted no later than fifteen (15) days prior to the meeting. (See page 8 and 9).
- Photographs of subject site and surrounding properties.

For questions on what information is applicable to your type of application, please contact the Department of Community Development and Building at **(847) 784-3551** or refer to the relevant code section.

Fees (effective January 1, 2009)

The following non-refundable fees are for the Architectural Commission review only and may be amended by the Village Board. Checks are to be made payable to the Village of Northfield. Please note there may be other applicable fees associated with the plan review, building permit or other approval process.

- Sign Reviews \$120.00
- Sign Variations \$400.00 + \$200.00 escrow
- Fence Variations \$400.00 + \$200.00 escrow
- Antenna Variations \$400.00 + \$200.00 escrow
- Tennis and Sport Courts \$120.00
- Personal Wireless Service Facilities \$120.00
- O/R, V/C, B-1, M-1 & Non-Residential in a Residential District Plan Reviews \$400.00 + \$200.00 escrow
- All Special Use Applications \$1,000.00* + \$1,200.00 escrow

* This process also requires a hearing before the Plan and Zoning Commission. The fee and escrow amount indicated above shall cover both processes.

The petitioner is responsible for the full cost of any charges incurred by the Village in the processing of an application. Costs above and beyond the base fee shall be automatically deducted from the escrow funds posted. In the event the escrow account is depleted below an acceptable level, the petitioner shall be required to post additional escrow funds. Upon completion of the review process, excess escrow funds shall be returned to the petitioner.

Reference Material

This publication is intended as an application and informational piece only. Applicants are responsible for the review of all relevant Village code sections which are subject to change. The codes chapters related to the Architectural Commission are as follows:

- Chapter 1 – *General Provisions*
- Chapter 4 – *Boards and Commissions*
- Chapter 12 – *Sign Regulations*
- Chapter 18 – *Appurtenant Structures*
- Appendix A – *Zoning Code*
- Appendix D – *Fees and Bond Amounts*

Questions

If you should have any questions on the process, required submittals, relevant code sections or would like to schedule a meeting to review your project on a preliminary level with staff, please call the Village of Northfield's Department of Community Development and Building at **(847) 784-3551**.

■ *Architectural Procedures – October, 1999*

Village of Northfield

Architectural Commission Application

This application must be accompanied by a completed Ownership and Site Authorization Affidavit (see page 7).

Project Name: _____

Petitioner Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Contact Person: _____
(if different from above)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Project Location: _____

Zoning: _____

Type of Review Requested (check all that apply):

- Signage Approval
- Sign Variation
- Fence Variation – notification required
- Antenna Exceeding Wind Limits – notification required
- Antenna Variations – notification required
- Tennis Court or Sport Court
- Personal Wireless Facility
- O/R, V/C, B-1, M-1 or Non-Residential in a Residential District Plan Review
- Special Use

Ownership and Site Authorization Affidavit

I, _____ (printed name of natural person), being first duly sworn

upon oath, state that I am the

- ____ sole
- ____ an
- ____ authorized officer of the

Owner of the property commonly described as:

_____ and that such property is legally owned by

_____ as of the date of this affidavit.

As such, I hereby grant the employees of the Village of Northfield, their agents, and elected and appointed officials of the Village of Northfield permission to enter onto the property to perform a visual inspection and to familiarize themselves with conditions during reasonable hours. This permission is granted in connection with the application pertaining to the property pending before one or more bodies or agencies of Village government.

Signature of person named above

In the space below, a) for a partnership, name all partners;; b) for a corporation, name all officers, directors and shareholders of 25% or more of corporate stock;; c) if a Trust, name the trustee, all persons holding a beneficial interest, and all persons holding Power of Direction.

Name	Address	Interest Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

Notification Requirements

The petitioner is required to send a notification letter to all property owners of record within two hundred fifty (250) feet (excluding right-of-way) of the boundaries of the property for which the change is being sought. All notices pursuant to this section shall be delivered by registered or certified mail, return receipt requested. Only, the following application types require this written notification for Architectural Commission review:

- Fence Variations
- Antennas Exceeding Wind Resistance Limits of Chapter 18-20 A (1) and B (1)
- Antenna Variations

The name and address for the owner of records can be obtained through the township offices. Petitioner must first come to Village Hall for property identification numbers (PIN) and then take these to the applicable township office. For sites in New Trier Township the office is located at 739 Elm in Winnetka, (847) 446-8200 and for sites in Northfield Township the office is located at 3801 West Lake in Glenview, (847) 724-8300.

The name and address for the owner of records are also available on the internet at: www.cookcountytreasurer.com Click on payment status. Enter PIN # (example 04-13-305-023-0000). Type the four letter security code as shown. Click search.

The petitioner must provide the Village with proper evidence of notification by submitting a copy of the letter sent, complete mailing list and notification affidavit a minimum of fifteen (15) days prior to the meeting.

Notification Affidavit Northfield Architectural Commission

I, _____, hereby certify as follows:

1. That on the _____ day of _____, 20____, affiant caused to be mailed, through certified or registered mail, return receipt requested, in the Post Office of _____, copies of the attached Notice of Public Hearing to all listed taxpayers of real estate within two hundred fifty (250) feet, excluding public rights of ways of the subject site, located at _____, and to the owners, or representatives, of property listed as exempt.
2. That the parties to whom said notice was mailed are set forth on the attached list.

Signature

Subscribed and sworn to before me
this _____ day of _____, 20_____.

Notary Public

Sample Notification Letter

The following is a sample letter which must be mailed by the petitioner not more than thirty (30) nor less than fifteen (15) days prior to the meeting:

Date _____

Notice of Public Hearing

Please be advised that a petition has been filed with the Village of Northfield for a _____.
(Fence Variation, Antennas Exceeding Wind Resistance Limits, or Antenna Variation)

The property is located at _____ and the beneficial owner is _____.

This hearing is open to the public and comments on the proposal are invited. All interested persons will be given the opportunity to express their views or concerns at the meeting. The hearing on said petition will be held by the Northfield Architectural Commission at the Village Hall located at 361 Happ Road, Northfield, Illinois beginning at 7:00 p.m. on Monday _____, 20____.

Signature

Note: This agenda is subject to change. Please contact the Village Hall at (847) 784-3551 the day of the meeting for the status of this agenda item.

The Village of Northfield is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with Disabilities who plan to attend the meeting and require certain accommodations in order to allow them to observe and/or participate, or have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village Managers office at (847) 446-9200 / TDD 446-7131, at least one (1) week prior to the meeting, if possible, to allow the Village of Northfield to make the necessary accommodations.