



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 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 24.*
- 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 XIV (O/R), XIII (VC), XII (B-1), XV (M-1).*
- All Special Use Applications (in conjunction with Plan and Zoning review) – *Appendix A, Article XV1.*
- Planned Unit Developments (in conjunction with Plan and Zoning review) – *Appendix A, Article XV11.*
- *Appeals from Tree Preservation Ordinance – Chapter 10, Section 17*

■ *Architectural Commission Procedures – Revised 1/22*

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.

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 thirteen (13) 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 8 and 9 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.

SUBMITTALS:

One (1) original and twelve (12) copies 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, project zoning data and setbacks.
- 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.
- 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 along with a Tree Preservation Plan.
- Lighting drawings including a photometric plan and catalogue cuts of proposed lighting.
- Signage Package. For each proposed sign, a site plan with design details, text style, size, structural details, materials, colors, location of the proposed sign and type of illumination information should be provided. A landscape plan for around the sign is required. 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.
- Provide a pdf of the complete application submittal. E-mail to: loneill@northfieldil.org

For questions on what information is applicable to your type of application, please contact Steve Gutierrez, Community Development Director, at **(847) 784-3550**.

■ *Architectural Commission Procedures – Revised 1/22*

FEES:

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 + \$750.00 escrow
- Sign Variations \$750.00 + \$750.00 escrow
- Fence Variations \$750.00 + \$750.00 escrow
- Antenna Variations \$750.00 + \$750.00 escrow
- Tennis and Sport Courts \$120.00 + \$750.00 escrow
- Personal Wireless Service Facilities \$120.00 + \$750.00 escrow
- Site Plan Review \$750.00 + \$750.00 escrow
- All Special Use Applications \$1,100.00* + \$3,000.00 escrow
- All Planned Unit Development Applications \$7,500.00* + \$10,000.00 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 10 – *Landscape*
- Chapter 12 – *Sign Regulations*
- Chapter 18 – *Appurtenant Structures (fences, antennas, tennis and sports courts)*
- 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 contact Steve Gutierrez, Community Development Director, at (847) 784-3550 or sgutierrez@northfieldil.org.

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: _____

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 – notification required
- 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
- Appeal Process from Tree Preservation Ordinance

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 by first class mail. Only, the following application types require this written notification for Architectural Commission review:

- Fence Variations (required to provide all owners occupying property adjacent to the subject property only)
- Sign Variations
- Antennas Exceeding Wind Resistance Limits of Chapter 18-20 A (1) and B (1)
- Antenna Variations

The petitioner must first come to the Village Hall to obtain the Property Identification Numbers (PIN). Then the name and addresses for the owner of records can be obtained on the Cook County Treasurer website. Go to: www.cookcountytreasurer.com. Enter PIN # (example 04-13-305-023-0000). Click continue.

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, by first class mail, 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

(Please describe the project in as much detail as possible. Please include if it is for a Fence Variation, Sign 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. Our Council Chambers is equipped with a hearing loop system. Headsets are available upon request for those without compatible hearing aid systems.