



VILLAGE OF GLEN ELLYN

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## **Exterior Appearance Review Application Packet**

*Planning & Development Department  
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

**EXTERIOR APPEARANCE REVIEW**  
**APPLICATION**

Please complete and return this form to the Planning and Development Department, 535 Duane St.,  
Glen Ellyn, IL 60137. If you have questions, please phone: 630.547.5250

**I. APPLICATION INFORMATION:**

A. Date Filed: \_\_\_\_\_ B: Application No. \_\_\_\_\_

C. Project Name: \_\_\_\_\_

D. Project Description: \_\_\_\_\_  
\_\_\_\_\_

E. Address of Property: \_\_\_\_\_

F. Permanent Index No.: \_\_\_\_\_ G. Zoning: \_\_\_\_\_

H. Name of Applicant: \_\_\_\_\_

I. Address of Applicant: \_\_\_\_\_

J. Phone No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_

K. Fax No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_

L. E-mail Address of Applicant: \_\_\_\_\_

M. Name of Property Owner: \_\_\_\_\_

N. Address of Property Owner: \_\_\_\_\_

O. Phone No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_

P. E-Mail Address of Property Owner: \_\_\_\_\_

**II. CONFORMANCE WITH APPEARANCE REVIEW GUIDELINES:**  
**(You may attach separate sheets as needed to answer any of the following questions)**

Q. Please explain why the proposed architectural style was chosen. \_\_\_\_\_  
\_\_\_\_\_

R. Provide information about the architectural style and exterior materials of the buildings in the  
surrounding area: \_\_\_\_\_  
\_\_\_\_\_

S. Please explain how the project complies with the Appearance Review Guidelines: \_\_\_\_\_  
\_\_\_\_\_

T. Please explain why any deviations from the Appearance Review Guidelines are proposed: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Submittals List

1. Application Form \_\_\_\_\_
2. Application Fee \_\_\_\_\_
3. Escrow \_\_\_\_\_
4. Reimbursement of Fee Agreement \_\_\_\_\_
5. Proof of Ownership \_\_\_\_\_
6. Affidavit of Authorization \_\_\_\_\_
7. Disclosure of Interest \_\_\_\_\_
8. Narrative Statement / Project Description \_\_\_\_\_
9. Plat of Survey/Legal Description \_\_\_\_\_
10. Existing Site Plan \_\_\_\_\_
11. Site Plan \_\_\_\_\_
12. Landscape Plan \_\_\_\_\_
13. Tree Survey \_\_\_\_\_
14. Building Elevation Drawings – Existing \_\_\_\_\_
15. Building Elevation Drawing – Proposed \_\_\_\_\_
16. Floor Plans \_\_\_\_\_
17. Color Rendering \_\_\_\_\_
18. Photo, Slide(s) \_\_\_\_\_
19. List of Building Materials & Colors \_\_\_\_\_
20. Material & Color Samples (Bring to Meeting) \_\_\_\_\_
21. Rooftop Plan \_\_\_\_\_
22. Specifications for Rooftop Screening \_\_\_\_\_
23. Sign Plan \_\_\_\_\_
24. List of Signs \_\_\_\_\_
25. Sign Elevations \_\_\_\_\_
26. Building Elevation Drawings-Sign Location \_\_\_\_\_
27. Trash Enclosure Exterior Equipment/  
Fences/Screening \_\_\_\_\_
28. Lighting Plan \_\_\_\_\_
29. Light Fixture Cut Sheets \_\_\_\_\_
30. Streetscape Elevation \_\_\_\_\_
31. Outline Perspective View, Photo Imaging \_\_\_\_\_
32. Scale Model \_\_\_\_\_
33. ARC & Developer Site Visit Pre-Arranged \_\_\_\_\_

MBR- May be Required

## **EXTERIOR APPEARANCE REVIEW PROCEDURE**

### **APPLICATION PROCESS**

New construction, addition(s), exterior rehabilitation, or exterior remodeling, of the following types of projects shall require exterior appearance approval:

1. Non-Residential Principal Buildings
2. Multi-Family Residential Principal Buildings
3. Attached Single Family Residential Principal Buildings
4. Parking Lots

#### **Meeting with Village Staff – Recommended**

Prior to submitting a formal application, the applicant should meet with the Director of Planning and Development or his or her designee to discuss the procedure for review. It is recommended that the applicant present general information at this meeting in rough sketch form describing the existing conditions of the site, the proposed site plan, preliminary building elevations and signage plans.

#### **Pre-Application Conference- Recommended**

It is recommended that the applicant meet with the Architectural Review Commission for advice and assistance before submitting a formal application for exterior appearance approval. This step does not require formal application, or filing with the Village but shall include submission of the required pre-application fee as well as a narrative statement describing the project, a plat survey, preliminary building elevations and preliminary sign elevations. A pre-application meeting with the Architectural Review Commission is intended to provide the petitioner with direction and feedback about the project before preparing and submitting a formal application.

#### **Formal Application-Required**

To begin the formal application process, the applicant shall submit (2) copies of a complete and collated application to the Planning and Development Director or his or her designee for review. After staff has reviewed the application and determined that it is complete (which may require submittal of additional information or revised plans), the request will be scheduled for consideration at the first available Architectural Review Commission meeting. An additional (25) complete and collated application packets must be submitted at least 2 weeks before the scheduled meeting with the Architectural Review Commission. These additional application packets will be forwarded to the Architectural Review Commission and the Village Board for consideration.

Those materials typically required to be submitted with an application are listed below. The required submittals list may alter depending on the type and scope of the proposed project. Staff may, at its sole discretion, waive any of the following submittal requirements if additional plans or other materials are relevant to the proposed exterior appearance of the specific request.

Prior to submitting a formal application, the applicant should contact the Planning and Development Department to obtain a checklist of items required to be submitted with the application.

### Formal Application Submittal Requirements

The following items are typically required to be submitted with an application for exterior appearance approval:

1. The required application fee as set forth in the Village Code.
2. Exterior appearance application form.
3. Narrative statement including:
  - A general description of the project.
  - Information about the proposed design intent and why the proposed architectural style was selected.
  - Information about how the proposed exterior appearance complies with the Appearance Review Guidelines.
4. Proof of ownership.
5. Disclosure of interest, identifying all parties with 5% or more interest in the property.
6. If the property is owned by an individual or organization other than the applicant, an affidavit of authorization must be submitted, giving the applicant the right of file the application on the owner's behalf.
7. Existing site plan or plat of survey showing:
  - Property and street pavement lines.
  - Lot dimensions.
  - Gross area of the site stated in square feet.
  - The location of all existing buildings, parking areas, access drives and other structures.
8. Proposed site plan showing:
  - Property and street pavement lines.
  - Lot dimensions.
  - Gross area of the site stated in square feet.
  - Setbacks of all buildings, parking lots and other structures.

- If parking is involved, show calculations for determining the required number of off-street parking spaces, as required by the Zoning Code. Give the number of spaces actually proposed.
  - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets.
  - Service yard areas, including loading areas, mechanical equipment, refuse containers, etc.
  - The location and type of any fencing, berming or screening.
9. Tree survey showing:
- The location of all existing trees with a diameter breast height of 10 inches or more and significant quality tree species including hickory, oak or walnut species with a 5-inch or greater diameter breast height.
  - Any trees that are planned for removal should be shown with an (x).
  - The condition of the existing trees on the property should be noted on the survey.
  - The location of all vegetative masses shown with a diagrammatic outline and information provided about whether these areas are proposed to remain, be removed or be cleared out.
10. Landscape plan containing:
- Existing landscaping that will be retained and all proposed landscaping. The type, size, number, and spacing of plantings must be illustrated (see Recommended Plant Material list).
  - Location of existing (to remain) and proposed buildings, parking areas, signs access drives, landscape islands and other structures.
  - Information about how the plans comply with the landscape requirements in the Zoning Code.
11. Lighting information including:
- Location of all existing (to remain) and proposed light fixtures.
  - Total mounting height of all existing (to remain) and proposed parking lot light fixtures measured from ground level.
  - Cut sheets of all parking lot and wall mounted light fixture(s).
  - Light fixture dimensions.

- Information about the materials and colors of all proposed light fixtures, including information about the material, design and color of the base of any parking lot light poles.
  - Photometric plans showing projected foot-candle levels throughout the site and at the property lines.
12. Existing building elevations drawn to scale showing all sides of any existing buildings to be rehabilitated or remodeled. At staff's discretion a photograph or photographs of the building may be used in place of an elevation. Such building elevations should show:
- The height of the building.
  - The location and type of all existing exterior building materials and colors.
13. Proposed building elevations drawn to scale of all sides of any new buildings or structures and any buildings or structures proposed to be rehabilitated or remodeled. The proposed building elevations should show:
- The location, type and texture of all proposed exterior building materials and colors.
  - A list of proposed building materials and colors.
  - The height of all buildings and structures as defined by the Zoning Code.
  - The location and height of any proposed wall signs.
  - The screening of any rooftop equipment.
14. Proposed exterior building color and material samples shall be presented at the Architectural Review Commission meeting, including, but not necessary limited to the materials and colors of the façade, roof, doors, window systems and any trim.
15. Color rendering or renderings of all proposed buildings and structures.
16. Floor plans of all existing buildings and structures (to remain) and all proposed buildings and structures.
17. A sign plan overlaid on the proposed site plan and showing the following:
- The location of any proposed signage, including primary signage, regulatory signage, private traffic directional signage, incidental signage, etc.
  - The setbacks of all freestanding signs from the property line.
18. Color sign elevations drawn to scale showing the following:
- The dimensions and areas of all proposed signage including all primary, incidental, private traffic directional and any other proposed signs.

- A description of sign and frame materials.
  - Lighting type and intensity.
19. Elevations of all proposed misc. structures on the property including such things as trash enclosures and fences.
  20. For significant projects, staff may also require the submission of a street profile or a scaled model.

All of the above plans should include the following:

1. Address of the site.
2. Scale and north arrow.
3. Name of the person and/or company that prepared the plan.
4. Date the plan was prepared and/or revised.

All materials included in the application packet, will become exhibits to the official document file. These materials should be able to be reduced to 11 x17 and should be legible at this reduced size.

Any sample building materials or colors presented at the meeting will be retained by staff and kept as part of the official file until all work on the project is complete. Material and color samples should be submitted in a format that they can be easily handled and stored.

#### Review by Architectural Review Commission and Village Board

The applicant or his/her designated representative is required to make an informative presentation at the Architectural Review Commission meeting. Said person should be prepared to display relevant plans and other application materials and answer questions about the proposed exterior appearance. At the request of the Commission, a meeting at the site may be required.

The Architectural Review Commission will review the application for conformance with these Guidelines and make a recommendation to the Village Board of Trustees for approval, approval with conditions or denial. The request will then be scheduled for consideration by the Village Board of Trustees who will ultimately act on the application.

After receiving a recommendation from the Architectural Review Commission, the application will be scheduled for review by the Village Board no later than the second next regular meeting of the Village Board, unless a later a meeting date is mutually agreed upon. To commence **any** type of construction activity prior to Village Board approved and solely on the basis of Architectural Review Commission approval is a violation of the Village Code.

### Changes After Approval

Changes of any kind to an approved exterior appearance application, without the permission of Village staff are prohibited. Any significant changes to an approved application may require review and approval by the Architectural Review Commission and Village Board in the same manner as the original application.

\*\* From the date of formal application a typical exterior appearance takes approximately three (3) months to process. However, if the application is submitted in conjunction with another application such as a special use or planned unit development request, this process may take longer.

**OWNERSHIP BY LAND TRUST**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

TRUSTEE: \_\_\_\_\_ TRUST NO. \_\_\_\_\_

Address: \_\_\_\_\_

**LIST ALL BENEFICIARIES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**OWNERSHIP BY A CORPORATION**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

**AFFIDAVIT OF AUTHORIZATION**

I, \_\_\_\_\_ owner of the property described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

verify that \_\_\_\_\_  
is duly authorized to apply and represent my interests before the Glen Ellyn Architectural Review Commission, Plan Commission, Village Board and/or Zoning Board of Appeals. Owner acknowledges that any notice given applicant is actual notice to owner.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
NOTARY

**REIMBURSEMENT OF FEES AGREEMENT**

Village of Glen Ellyn Acct: # \_\_\_\_\_  
Initial Deposit Amount: \_\_\_\_\_

I. DESCRIPTION OF PROJECT: \_\_\_\_\_

II. OWNER:

A. Owner of Property: \_\_\_\_\_

B. Owner's Address: \_\_\_\_\_

C. Owner's Home Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

D. Owner's Work Phone Number: \_\_\_\_\_

E. Owner's E-mail: \_\_\_\_\_

F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

A. Name of Petitioner: \_\_\_\_\_

B. Petitioner's Address: \_\_\_\_\_

C. Petitioner's Home Phone Number: \_\_\_\_\_

D. Petitioner's Work Number: \_\_\_\_\_

E. Petitioner's E-mail: \_\_\_\_\_

IV. LOCATION OF PROPERTY:

A. General Location of Property: \_\_\_\_\_

B. Acreage of Parcel: \_\_\_\_\_

C. Permanent Index Number(s): \_\_\_\_\_

D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to guarantee that the petition or

application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Planning and Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Planning and Development Department or by the Plan Commission or Architectural Review Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Planning and Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Planning and Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$500. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Planning and Development Director for a refund of his or her remaining escrow balance. The Planning and Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees,

or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals, issuance of any permits or occupancies, performance of inspections and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.

\_\_\_\_\_  
Petitioner

Village of Glen Ellyn

\_\_\_\_\_  
Owner

By: \_\_\_\_\_  
Planning and Development Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_