



## 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. (Mobile) \_\_\_\_\_ (Other) \_\_\_\_\_

L. Fax No.: \_\_\_\_\_

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

N. **Name of Property Owner:** \_\_\_\_\_

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

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

Q. 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)**

R. Please explain why the proposed architectural style was chosen.

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

T. Please explain how the project complies with the Appearance Review Guidelines:

U. 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. Proof of Ownership \_\_\_\_\_
5. Affidavit of Authorization \_\_\_\_\_
6. Disclosure of Interest \_\_\_\_\_
7. Narrative Statement / Project Description \_\_\_\_\_
8. Plat of Survey/Legal Description \_\_\_\_\_
9. Existing Site Plan \_\_\_\_\_
10. Site Plan \_\_\_\_\_
11. Landscape Plan \_\_\_\_\_
12. Tree Survey \_\_\_\_\_
13. Building Elevation Drawings – Existing \_\_\_\_\_
14. Building Elevation Drawing – Proposed \_\_\_\_\_
15. Floor Plans \_\_\_\_\_
16. Color Rendering \_\_\_\_\_
17. Photo, Slide(s) \_\_\_\_\_
18. List of Building Materials & Colors \_\_\_\_\_
19. Rooftop Plan \_\_\_\_\_
20. Specifications for Rooftop Screening \_\_\_\_\_
21. Sign Plan \_\_\_\_\_
22. List of Signs \_\_\_\_\_
23. Sign Elevations \_\_\_\_\_
24. Building Elevation Drawings-Sign Location \_\_\_\_\_
25. Trash Enclosure Exterior Equipment/  
Fences/Screening \_\_\_\_\_
26. Lighting Plan \_\_\_\_\_
27. Light Fixture Cut Sheets \_\_\_\_\_
28. Streetscape Elevation \_\_\_\_\_
29. Outline Perspective View, Photo Imaging \_\_\_\_\_
30. Staff & 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.

#### **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 Village Board meeting. The revised application packet must be submitted at least 2 weeks before the scheduled meeting with the Village Board.

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 Village Board 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.

### **Review by Staff and Village Board**

The Planning and Development staff will review the application for completeness and conformance with the Appearance Review Guidelines and make a recommendation to the Village Board of Trustees for approval, approval with conditions or denial. After the application has been considered complete by staff the request will then be scheduled for consideration by the Village Board of Trustees who will ultimately act on the application. 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 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 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: \_\_\_\_\_

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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: \_\_\_\_\_ % \_\_\_\_\_

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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 Plan Commission,  
Village Board and/or Zoning Board of Appeals. Owner acknowledges that any notice given  
applicant is actual notice to owner.

\_\_\_\_\_  
OWNER SIGNATURE

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public