

AWN



VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Important note regarding Awning Code changes

Effective Marcy 4, 2003, awning regulations were modified to permit rigid, non-retractable awnings to project over public property. In conjunction with the change to allow rigid awnings, the awning regulations were modified to increase the required clearance between the sidewalk and the bottom of the awning to 8 feet. All new awnings, whether retractable or rigid must comply with the required 8-foot clearance between the sidewalk and bottom of the awning fabric. Existing awnings which are less than 8 feet above the sidewalk, but not less than 7 feet above the sidewalk, may have their existing framework recovered with new fabric and will not be required to increase their height. Awnings which require any portion of their framework altered or replaced must be modified to comply with the current 8-foot clearance requirement.

Process for approval of awnings

All new and modified awnings are subject to issuance of a permit prior to commencement of work. Permits are issued following approval by the Winnetka Design Review Board. The Design Review Board meets on the third Thursday of each month (the deadline for applications is included in the attached meeting calendar). Applicants and/or their representatives are required to attend the Design Review Board meeting in order to address issues raised by Board members.

The Design Review Board evaluates awning permit applications for consistency with the *Village of Winnetka Design Guidelines*. A copy of the complete Design Guidelines can be requested by contacting the Community Development Department at 847.716.3527. The Design Guidelines are also available online at www.villageofwinnetka.org.

Upon approval by the Design Review Board, you will be contacted within 1-2 business days to pick up your permit. You may inquire about the status of your permit by calling the Community Development Department at 847.716.3527.

Coordination with other building alterations

Signs – If other signs such as window or wall signs are proposed, such as when a new tenant is to occupy a space, please submit a separate Sign Permit Application, together with a consolidated sign and awning plan showing both awning and sign details. The specific requirements for awning plan details are noted on the following pages.

Other building alterations – Where awnings are proposed together with other building alterations such as changing paint color or façade materials, or other exterior building alterations, plans and specifications detailing such changes shall be submitted together with an application for Certificate of Appropriateness.

To expedite the design review process, please submit awning, sign and other alteration plans simultaneously.

Design objectives for commercial awnings, as excerpted from Design Guidelines:

- Awnings on buildings with multiple storefronts shall be uniform in size, shape and color in order to unify storefronts.
- All awnings located on the same building must be the same color. Awnings should complement and enhance the building, the image of the user, and the district as a whole; colors are restricted to earthtones and primary and secondary colors.
- Awnings shall be placed at a minimum height of 8 feet above the sidewalk.
- Awning projection is preferred at 36 inches, but will be considered at a projection ranging from 24 inches to 36 inches. Projection should match that of existing adjacent awnings.
- The length of each awning is restricted to the width of the storefront opening. Awnings should not continue over masonry piers.
- Awning forms shall conform to the general shape of the storefront opening; arched openings shall receive ½ round domed awnings, whereas rectangular openings shall receive rectangular, gently sloping planar forms with closed ends.
- Awnings should not obscure or damage important architectural building details.
- Awning scale and proportions are to be appropriate for the building on which they are mounted, as well as the adjacent structures. Vertical and horizontal dimensions of the awning shall be proportional to the projection of the awning from the face of the building.
- Awning signs are intended for tenant identification purposes, and as such are strictly limited to the name of the occupant business and the occupant's logo or trademark, and street address number.
- Awning signs and logos may be placed on the front valence only and shall not exceed 6 inches in height. Lettering and logos may be silkscreen, painted, cutout lettering heat color-transfer, pressure sensitive vinyl films or sewn applique signs.
- Backlit awnings are not permitted.
- Awnings should be taut, not relaxed. Awnings may be constructed of canvas or canvas-like material, including matte finish painted army duck, vinyl-coated cotton, acrylic or vinyl-coated polyester or solution-dyed acrylic.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to cmars@winnetka.org.)

- Complete application form (attached);
- \$55 review fee (one-time permit fee of \$70 per awning is assessed at time of permit issuance);
- Scaled elevation drawings including all of the following elements:
- Dimension elevation above sidewalk (minimum 8 feet for new awnings and modified framework, 7 feet allowed only for recovering of existing framework);
 - Dimension width, height and projection of awning from storefront;
 - Accurate representation of each awning's placement within storefront opening, showing storefront details (window/door openings, brick masonry storefront piers, sign bands, transom windows, etc.);
- Photos of each storefront opening, clearly showing building details;
- Material sample(s) with manufacturer and color specification;

Applicants and/or their representatives are required to attend the Design Review Board meeting in order to address issues raised by Board members. The Design Review Board meets on the third Thursday of each month. Please refer to the following schedule of meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 17, 2019	December 20, 2018
February 21, 2019	January 31, 2019
March 21, 2019	February 26, 2019
April 18, 2019	March 28, 2019
May 16, 2019	April 25, 2019
June 20, 2019	May 30, 2019
July 18, 2019	June 27, 2019
August 15, 2019	July 25, 2019
September 19, 2019	August 29, 2019
October 17, 2019	September 26, 2019
November 21, 2019	October 31, 2019
December 19, 2019	November 27, 2019
January 16, 2020	December 27, 2019
February 20, 2020	January 30, 2020
March 19, 2020	February 27, 2020
April 16, 2020	March 26, 2020
May 21, 2020	April 30, 2020
June 18, 2020	May 28, 2020
July 16, 2020	June 25, 2020
August 20, 2020	July 30, 2020
September 17, 2020	August 27, 2020
October 15, 2020	September 25, 2020
November 19, 2020	October 29, 2020
December 17, 2020	November 25, 2020

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DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Tenant/Lessee

Name of Business		Primary contact name		Phone No.	
Street Address					
City		State	Zip Code	Email	

Awning Company

Name of Awning Company		Primary contact name		Phone No.	
Street Address					
City		State	Zip Code	Email	

Property Owner

Name of Company		Primary contact name		Phone No.	
Street Address:					
City		State	Zip Code	Email	

Awning is retractable or rigid
 new awning or recovering of existing frame

Description of fabric type and color (attach samples) _____

Description of awning sign material, method of application and color: _____

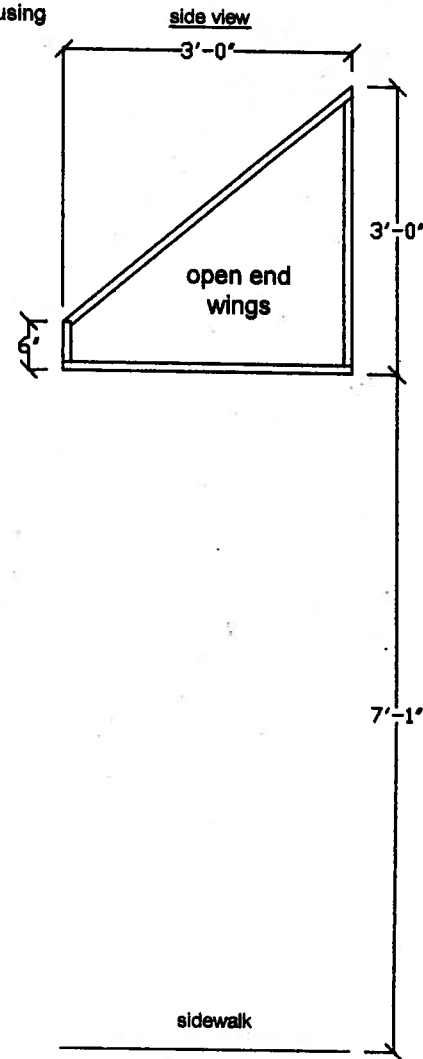
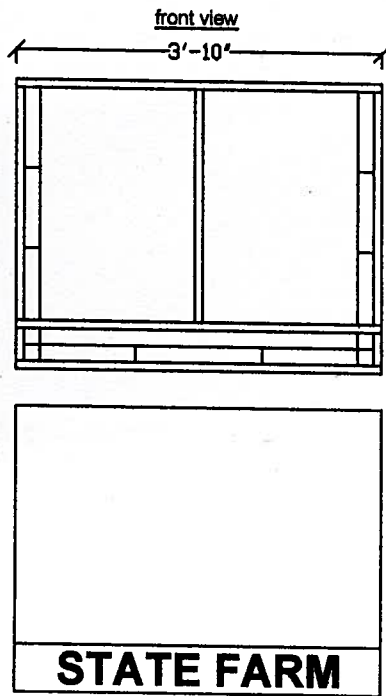
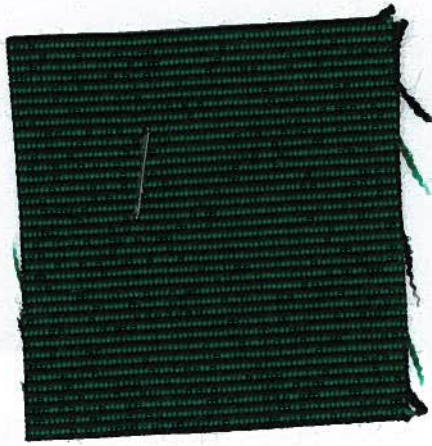
Height of awning logo/copy: _____ inches

Awning Dimensions: Width _____ Height _____ Projection from Building Face _____

OFFICE USE ONLY: PERMIT FEE (\$70 each) _____
CONDITIONS OF APPROVAL: _____

1 Traditional style stationary awning with open end wings and a stationary valance manufactured complete and installed over the east face front entrance door. Frame made of 1" sq. and 1/2" rd. welded galvanized steel tubing with welds ground, primed and painted silver. Awning mounted in doorway with #14 lag screws. Fabric attached by the lace-on method, using Sunbrella material #4605, hemlock tweed.

- Lettering in 4" white letters on valance area AS SHOWN BELOW.



State Farm Insurance
ATTN: Mr. Bob Wells
18 Greenbay Rd.
Winnetka, IL. 60093
scale: 1/2" = 1'-0"
May 27, 2008
rev: June 19, 2008

e. Awnings and Banners

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic. All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.