

COA



VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS  
APPLICATION

In accordance with Winnetka Village Code [Section 15.40.010] a Certificate of Appropriateness of Design is required when work to be performed affects or involves an external architectural feature of a building, structure or site, whether or not such work requires a building permit.

A Certificate of Appropriateness is not required for single family residences, but is required for any exterior building alterations, site alterations, or additions to multiple family residences, institutional uses, and commercial buildings.

External architectural features include any building or site element(s) that affect the architectural style, or the general arrangement and appearance of the exterior of a building, other structures or site. Such elements include, but are not limited to, the characteristics, colors, finishes, and placement of windows, doors, lighting components and other appurtenant features of a building; the species, placement and overall arrangement of plant materials; the location of appurtenant site elements such as parking and service areas and the necessity of screening; the location, appearance, finish, and design of building and site lighting.

Evaluation by the Design Review Board is based upon Design Guidelines adopted by the Design Review Board. A copy of the 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](http://www.villageofwinnetka.org).

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**REQUIRED MATERIALS FOR SUBMISSION**

**The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to [cmarx@winnetka.org](mailto:cmarx@winnetka.org).)**

- Complete application form (attached);
- Application Fee
  - o Alteration to existing building \$125.00
  - o Building additions, new construction \$450.00
- Current color photographs of building and site subject to alterations;
- One (1) set of plans, renderings, elevations and material specifications (see "Submittal Requirements" on following page);
- One (1) material sample board, consisting of actual material samples, color chips, and/or color catalog sheets, as may be appropriate to the scope of the project;
- It is highly recommended that an application be accompanied by a statement from the appropriate design professional describing the project's design approach and means used to satisfy the general requirements and specific elements of the Design Guidelines.

Awnings – additional application required. New awnings and modifications to existing awnings are subject to approval by the Design Review Board. A separate awning permit application must be submitted if work includes new or modified awnings.

Signs – additional application required. Any permanent sign (to be displayed more than 30 days) and any temporary sign larger than eight (8) square feet are subject to approval by the Design Review Board. A separate sign permit application must be submitted if work includes new or modified signs.

## S U B M I T T A L R E Q U I R E M E N T S

### ALTERATIONS TO EXISTING BUILDINGS OR NEW BUILDINGS

Maintaining the character of the Village is of prime importance to the Design Review Board and the Village residents. Therefore, it is required that each submission to the Design Review Board demonstrate sensitivity to context by providing the necessary street elevation(s) and cross sections along with current photos of the adjacent buildings within a 50-foot distance on each side of the proposed building and the elevations of the existing buildings located across the street.

In order to retain the Village character, it is required that the dominant architectural forms, materials and style be incorporated into the proposed building/development. Building materials and finishes shall be called out and specified in as full detail as possible.

Items which should be submitted will vary depending on the scale of a project. Therefore, it is recommended that a pre-application conference be scheduled with Village staff to determine what may be necessary for an application. Please call Christopher Marx, Associate Planner at 847.716.3587 to discuss submittal requirements or to make an appointment.

Examples of submittals include, but are not limited to:

#### Site Work

- Architectural site plan, detailing proposed location of buildings and other site improvements, parking and internal circulation;
- Detailed landscape plan, indicating character and arrangement of plant materials, hardscapes and site circulation pattern;
- Open space features;
- Plant schedule with size, species and quantities indicated;
- Detailed plans for compliance with parking area, internal and perimeter screening requirements;
- Public streetscape plan, indicating all existing trees and improvements, plus any modifications to streetscape hardscapes or plant materials;
- Preliminary grading plan, if any changes are contemplated;
- Site lighting plan.

#### Neighborhood / Adjacent Building Context

- Photos of adjacent buildings within 50 feet of each side of the proposed building in all directions including across the street(s);
- Elevation drawings of proposed building(s) in context of adjacent buildings, with adjacent building shown at proper scale and appropriate level of detail.

#### Architectural Elevations and Plans

- Detailed conceptual building elevations, roof plan and other details which visualize building scale, massing and level of detail;
- Specific call-outs of all exterior building materials;
- Windows and doors fully detailed, including dimensions, materials and glazing patterns;
- Ancillary building details, including lighting and signage;
- Where existing buildings are being modified, plans should show existing and proposed details;
- Exterior millwork details;
- Any other exterior details or elements of design.

#### Manufacturer Cut-Sheets and/or Product Samples

- Roof materials
- Wall materials
- Window / door products
- Light fixtures

Village of Winnetka  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

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:

<b>MEETING DATE</b>	<b>SUBMITTAL DEADLINE</b>
January 19, 2023	December 29, 2022
February 16, 2023	January 26, 2023
March 16, 2023	February 23, 2023
April 20, 2023	March 30, 2023
May 18, 2023	April 27, 2023
June 15, 2023	May 25, 2023
July 20, 2023	June 29, 2023
August 17, 2023	July 27, 2023
September 21, 2023	August 31, 2023
October 19, 2023	September 28, 2023
November 16, 2023	October 26, 2023
December 21, 2023	November 30, 2023
January 18, 2024	December 28, 2023
February 15, 2024	January 25, 2024
March 21, 2024	February 29, 2024
April 18, 2024	March 28, 2024
May 16, 2024	April 25, 2024
June 20, 2024	May 30, 2024
July 18, 2024	June 27, 2024
August 15, 2024	July 25, 2024
September 19, 2024	August 25, 2022
October 17, 2024	September 26, 2024
November 21, 2024	October 31, 2024
December 19, 2024	November 27, 2024

V I L L A G E O F W I N N E T K A, I L L I N O I S  
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

CERTIFICATE OF APPROPRIATENESS APPLICATION

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

Name of Business(es): \_\_\_\_\_

Application is hereby made for the following work (please check all that apply):

- Sign                                      Sign Permit Application attached?
- Awning                                      Awning Permit Application attached?
- Other (general description) \_\_\_\_\_

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): \_\_\_\_\_

I/We hereby certify that as \_\_\_\_\_(Lessee/Owner) of the property located at \_\_\_\_\_(address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED \_\_\_\_\_

PRINTED NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY</u></b>	
COA applied for (date):	_____
COA Case Number:	_____
COA Issued (date):	_____

PRIMARY DESIGN FIRM	_____
CONTACT NAME	_____
ADDRESS	_____
PHONE NO.	_____
EMAIL	_____