

AWN



VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

## AWNING PERMIT APPLICATION

### ***Important note regarding Awning Code changes***

Effective March 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](http://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.

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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 [cmarr@winnetka.org](mailto:cmarr@winnetka.org).)**

- Complete application form (attached)
- Permit fee - \$125 comprised of \$55 Staff review fee and awning permit fee of \$70, due upon submission
- 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:

<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 5, 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 29, 2024
October 17, 2024	September 26, 2024
November 21, 2024	October 31, 2024
December 19, 2024	November 27, 2024

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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: \_\_\_\_\_  
\_\_\_\_\_

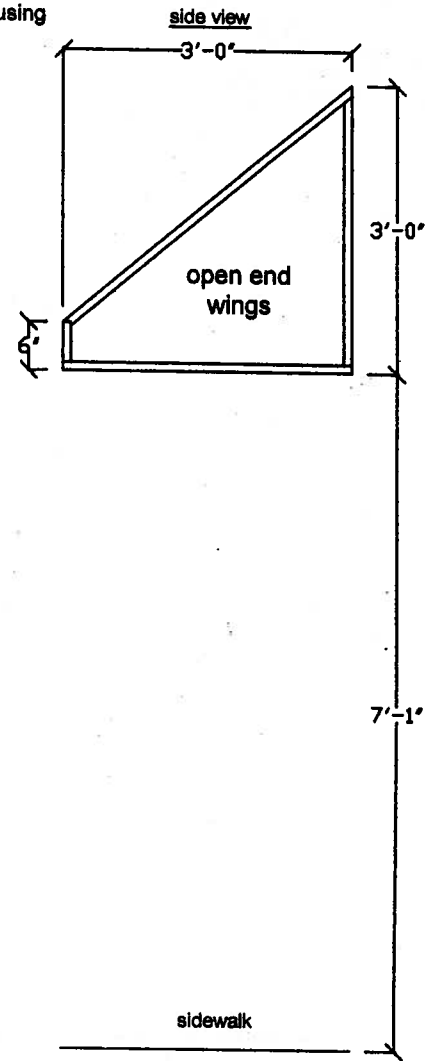
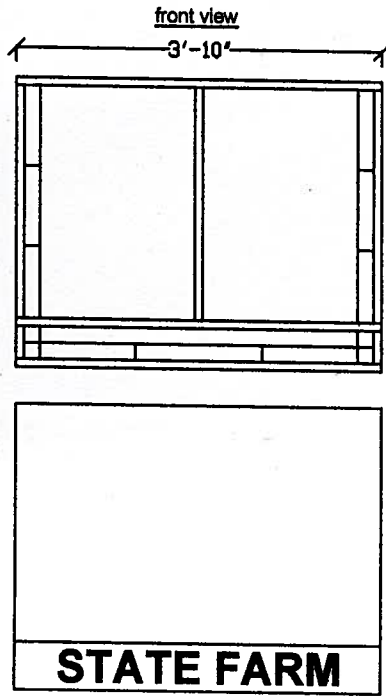
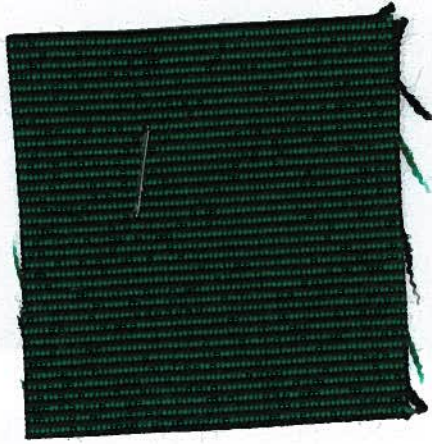
Height of awning logo/copy: \_\_\_\_\_ inches

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

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**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.