

VILLAGE OF HINSDALE
Department of Public Services
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489
(630) 789-7030

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

In order to undertake any exterior alterations, additions, or demolition, owners of Designated Landmarks or buildings in Designated Historic Districts must obtain a Certificate of Appropriateness from the Hinsdale Historic Preservation Commission. This certificate must be obtained prior to issuance of a building permit. Conditions placed on Certificates for properties located within a designated Historic District are non-binding, however, properties designated as a Local Landmark must adhere to the conditions of the Certificate of Appropriateness as it is binding.

INSTRUCTIONS

All applicants must complete all sections of this application form. Incomplete applications will not be processed, and a public hearing will not be scheduled, until the application is complete and complies with all applicable requirements of Title XIV of the Village Code of Hinsdale. If a section of this application form is not applicable, please write "Not Applicable" or "N/A" in the appropriate place.

The Commission meets the second Tuesday of each month. Submit completed packets to the Staff Secretary/Village Planner per attached submittal deadlines. The thirty (30) packets must be collated and plans folded so that they do not exceed 9" x 12" of each of the following items must be submitted:

◆ Completed application with notarized certification.

◆ Photos and drawings shall include architectural details that have previously been recognized by the Commission as worthy of preservation. Photos may be either color or black & white. They should be no larger than 4" x 6" in size and no smaller than 3" x 5". Polaroid's and slides are not acceptable. Photos should be numbered or labeled and accompanied by a descriptive list.

- 1) All existing exterior elevations of the building under review.
- 2) Adjacent structures – include those structures adjacent and across the street from the building under review – include the building's relationship to these structures.

◆ Accurate/current Plat of Survey. All portions must be legible.

◆ Architectural drawings clearly depicting the proposed alterations or work. Drawings should include the accurate drawings of the proposed site plan, floor plans, and all exterior elevations. Indicate all areas of exterior demolition.

Contact staff to determine if the proposed improvements require a public hearing or public review by the Historic Preservation Commission. Notice of Hearing - The applicant is required to notify all property owners within 250 feet of the subject property. This mailer must be completed no less than fifteen and not more than thirty days prior to the public hearing. The notification must be completed by certified mail, return receipt. The Village of Hinsdale will supply the legal notice and tax parcel numbers (not addresses). To obtain property owner information, contact the applicable township assessor's office.

Please do not make copies of this page.

**VILLAGE OF HINSDALE
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

The undersigned (the "Applicant") hereby makes application pursuant to Title XIV of the Village Code of Hinsdale, as amended, for a Certificate of Appropriateness for the building, structure or site described below. The Applicant certifies to the Village of Hinsdale that the following facts are true and correct:

Address of Property under review: _____
Property Identification Number: _____

I. GENERAL INFORMATION

1. Applicants Name: _____
Address: _____
Telephone Number: _____
2. Owner of Record (if different from applicant): _____
Address: _____
Telephone Number: _____
3. Others involved in project (include, name, address and telephone number):
Architect: _____
Attorney: _____
Builder: _____
Engineer: _____

II. SITE INFORMATION

1. Describe the existing conditions of the property: _____

2. Property Designation:
Listed on the National Register of Historic Places? _____ YES _____ NO
Listed as a Local Designated Landmark? _____ YES _____ NO
Located in a Designated Historic District? _____ YES _____ NO

3. Description of work proposed. *(Please submit a description of the proposed alterations and/or additions. Attach additional sheets, and photographs, as necessary).*

4. Successive Applications. Has all or any part of the property been the subject of another application for a Certificate of Appropriateness under Title XIV of the Village Code of Hinsdale within the last two years?

_____ No _____ Yes

If yes, state the date of the formal hearing and a statement explaining any relevant evidence supporting, the reasons why the Applicant believes the Village should consider this application at this time, pursuant to Section 14-3-10 of the Village Code. _____

CERTIFICATION

The Applicant hereby acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief;
- B. The Applicant will provide the Village with all additional information, as required, prior to the consideration of, or action on, this application;
- C. The Applicant shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. If the Applicant fails to provide any of the requested information, or any other requested information by the Boards, Commissions, and/or Staff, then the applicant will not be considered.

INDIVIDUAL OWNERS

Signature of Applicant

Signature of Applicant

CORPORATION

Signature of Applicant's President

Signature of Applicant's Secretary

PARTNERSHIP

Signature of Applicant

Signature of Applicant

Signature of Applicant

Signature of Applicant

LAND TRUST

Signature

OTHER

Signature of Authorized Officer

SUBSCRIBED AND SWORN
to before me this _____ day of

_____, _____.

Notary Public

VILLAGE OF HINSDALE
Department of Public Services
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489
(630) 789-7030

PUBLIC HEARING DEADLINES FOR 2006

Meeting

February 14, 2006
March 14, 2006
April 11, 2006
May 9, 2006
June 13, 2006
July 11, 2006
August 8, 2006
September 12, 2006
October 10, 2006
November 14, 2006
December 12, 2006

Deadline

January 20, 2006
February 17, 2006
March 17, 2006
April 14, 2006
May 19, 2006
June 16, 2006
July 14, 2006
August 18, 2006
September 15, 2006
October 20, 2006
November 17, 2006

The regularly scheduled Commission meeting is on the second Tuesday of each month at 7:30 p.m. Memorial Hall of the Memorial Building, 19 East Chicago Avenue. It is suggested that prior to completing the needed copies that Village staff review the application for completeness.