

Village of



419 Richmond Road  
Kenilworth, IL 60043

Phone: 847-251-1666  
Fax: 847-251-3908

E-mail: info@villageofkenilworth.org

# BUILDING REVIEW COMMISSION APPLICATION FOR APPROVAL OF DEMOLITION

Property Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## Applicant Information

### Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Home and Work) \_\_\_\_\_

Fax \_\_\_\_\_

### Owner Information (If Different Than Applicant):

Name (All Persons Holding Ownership, Partnership, Corporation, or Trust) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone (Home & Work) \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature (Required)

**Architect Information (If Applicable):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

**Application Requirements**

**Submit 12 copies of the Application and the following items:**

- \_\_\_(a) A plat of survey, no more than 3 years old, prepared and sealed by an Illinois licensed surveyor. Include legal description.
- \_\_\_(b) A list of addresses of all properties located in whole or in part within 500 feet of the perimeter of the subject property.
- \_\_\_(c) Proof of title and ownership (title policy, property deed, etc.).
- \_\_\_(d) A summary of the architectural and historic character of the building to be demolished including:
  - (1) Original date of construction and/or date of Building Permit: \_\_\_\_\_
  - (2) Name of original architect: \_\_\_\_\_
  - (3) List of all prior owners (and their dates of ownership) from the records of the Cook County Recorder of Deeds office. Provide summary of owners and copy of ownership records.
  - (4) Description of architectural features and building materials.
  - (5) Scale drawing of the floor plan of the entire principal building and any accessory buildings on the property, including all dimensions.
  - (6) Summary of a review of previous permits granted for the property by the Village.
  - (7) List of other available historical records regarding the property that are held by the Kenilworth Historical Society.
  - (8) Photographs of all exterior elevations.
  - (9) Photographs of all major interior features, including attic, basement, and garage.
  - (10) Detailed close-up photographs of interior and exterior architectural features.
  - (11) Photographs of the front elevation of the principal buildings and properties on the same block as the proposed demolition property, on the same side of the street as well as the block directly across the street. Each photograph shall be clearly labeled with a description of the contents and subject of the photograph, including the address of the property depicted, the direction from which

the photograph was taken, the name and contact information of the photographer, and the date on which the photograph was taken.

\_\_\_ (e) Other information and documentation as requested by the code official or the Building Review Commission.

## **Fees**

1. \$350.00 Filing fee
2. \$11,000.00 Demolition Escrow:
  - \$3,000.00 escrow for historian's report prepared prior to Building Review Commission Meeting.
  - \$8,000.00 escrow for architectural consulting for a building determined to be of special importance at the Building Review Commission Meeting.



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## Application for Demolition Permit

**Purpose:** (a) To review applications for demolition permits to determine whether a building is of special importance due to its historic and/or architectural significance.  
(b) To order that the issuance of a demolition permit be delayed to allow an opportunity to determine alternatives to demolition of a building that is historically or architecturally significant.

The Building Review Commission (BRC) reviews applications for the demolition or removal of 50 percent or more of the floor area of any building or buildings on the same lot, or the demolition or removal of 50 percent or more of the structural elements of the walls or façade of a building or buildings on the same lot facing a street in any district zoned Residential or Business District.

**Process:** No demolition permit application will be accepted for processing unless it is complete and is accompanied by all applicable fees, deposits, and all other items requested on the application.

After an application for a demolition permit is received, the code official and a member of the BRC will determine as to whether the application is complete within 30 days. The Applicant will be notified of any missing items.

**Application Review and Meeting:** Within 90 days after the demolition application is determined to be complete, the Building Review Commission will meet to determine whether the building is of special importance. In connection with this review, the BRC will engage an architectural historian to research the history of the property and prepare a report. Up to \$3,000 of the Demolition Escrow will be used for this report. A neighbor notice regarding the BRC meeting will be sent by the applicant to property owners within 500 feet of the subject property. This notice will be sent by mail 10 – 30 days before the meeting. A 48" x 48" sign must be posted by the applicant on the property giving notice of the BRC Meeting 10 – 30 days before the date of the meeting.

**Determination and Findings:** If the Building Review Commission shall determine the building is not of special importance, the Applicant is permitted to submit a building permit application for a new replacement building. If the Building Review Commission determines a building is of special importance, there will be a delay of one year before a building permit application for a new replacement building can be submitted.

**If you have any comments, please contact the Kenilworth Community Development Department at (847) 251-1666**



## *Village of Kenilworth*

*419 Richmond Road Kenilworth, Illinois 60043 Telephone: 847-251-1666 Fax: 847-251-3908*

(date of letter)

**Re: Notification of Meeting**  
**(address of property)**

Dear Property Owner,

On **(date of meeting)**, the Building Review Commission (BRC) of the Village of Kenilworth will conduct a **Meeting at 7:30 p.m.** in the Village Hall, 419 Richmond Road, Kenilworth, Illinois. As the subject property is near your address, this letter is meant to inform you of the request and invite you to attend the meeting. The Building Review Commission welcomes your comments on this matter. You may submit a written response to the Village Hall in care of the BRC.

The petitioner, (property owner), has submitted a Demolition Permit Application for (property address). The Building Review Commission will meet to determine the historical and/or architectural significance of (property address) with regard to the proposed demolition of this property.

For further information, there is an architectural/historical findings report for this property and application materials available for review at the Village Hall, 419 Richmond Road, Kenilworth, Illinois.

If you have any questions regarding this matter, please contact me at 847-251-1666, or stop by the Village Hall.

Sincerely,

Susan Criezis  
Community Development Director

**VILLAGE OF KENILWORTH  
DEMOLITION APPLICATION MEETING - SIGN SPECIFICATIONS**

Demolition Permit applicants shall post the following notice of the Building Review Commission meeting to consider the application for demolition. The 48" x 48" sign must be posted not less than 10 days or more than 30 days in advance of the meeting date. The sign is to remain posted until three days after the meeting.

These letters should be 4" H x 2" W:

**PROPOSED DEMOLITION OF:**

\_\_\_\_\_ **(address of property)** \_\_\_\_\_

These letters should be 3" H x 1" W:

**BUILDING REVIEW COMMISSION MEETING TO REVIEW  
DEMOLITION APPLICATION IS TO TAKE PLACE ON:**

\_\_\_\_\_ **(date and time of meeting)** \_\_\_\_\_

**THE PROPERTY OWNER IS:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact the Community Development Dept. at 847-251-1666  
for further information**

The sign shall be of weather-resistant construction with black lettering on a white background.

Such signs may be purchased at:

Fast Signs  
3065 Dundee Rd.  
Northbrook, Il  
(847) 291-7446

Sign-A-Rama  
2847 Dundee Rd.  
Northbrook, IL  
(847) 480-7446

Sign One  
1121 Emerson St.  
Evanston, IL  
(847) 869-7446



2/8/11

## Building Review Commission Overview

Kenilworth was founded in 1889 as a carefully planned community developed with comprehensive deliberation and many homes in the Village were designed by significant architects. The Building Review Commission (BRC) was established by Village Ordinance in 2001. Several North Shore communities had enacted similar provisions earlier than Kenilworth. The 2001 Ordinance was adopted in response to community concerns that a number of homes in the Village were being demolished without consideration of their historical or architectural significance and without consideration of possible alternatives to demolition such as restoration, renovation, or remodeling in order to accomplish the property owner's goals for the property. Community concerns were understandably intensified by the fact that, unlike most North Shore communities, Kenilworth has no landmark ordinance which would enable property owners to assure the continued existence of their homes as protected landmarks.

The purpose of the BRC is to review applications for demolition to determine whether the building or structure sought to be demolished has historical or architectural significance. The process requires the filing of a detailed application concerning the property, preparation of a report on the property by a professional architectural historian retained by the Village, and a public meeting before the BRC where further information may be presented and public comments received. The BRC then determines whether the subject property meets the criteria set forth by the Ordinance to establish historical or architectural significance. The criteria of the Ordinance largely follow the widely used criteria established by the U.S. Department of the Interior.

If a property is found not to be significant, the requested demolition permit will be issued in a timely fashion after the receipt and review of a Building Permit application; however, if a property is found to be significant, the issuance of a demolition permit is delayed for one year to allow consideration of alternatives to demolition. At this point, the property owner meets with the BRC subcommittee to discuss other possible options. Typically, the BRC subcommittee and property owner will have the assistance of their respective architects to facilitate the process of developing a program that will accomplish the owner's needs without demolition. The process under the Ordinance thus affords an opportunity to accommodate and benefit both the property owner and the Village while allowing all final decisions to be made by the property owner.

Since 2001, the BRC has considered **43** applications. **16** of these properties were found to be significant. **11 of the 16** were ultimately demolished, and **5** are still standing.

It should be noted that the BRC has no jurisdiction over replacement buildings and zoning matters. Zoning matters are handled by other Village officials and processes. The BRC's only function is the determination of significance and assistance to the property owners in finding a workable alternative to demolition.

# Building Review Commission Mission Statement

8/5/11

The Building Review Commission determines the historical and/or architectural significance of a building. The Commission encourages renovation of significant structures in order to protect the Village's long-term interests, its history, and its unique character.