

Village of



419 Richmond Road  
Kenilworth, IL 60043  
E-mail: info@villageofkenilworth.org

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

## ARCHITECTURAL REVIEW COMMISSION CERTIFICATE OF APPROPRIATENESS

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

### Applicant Information

**Applicant :**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Tenant /Business Information (if different than Applicant) :**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Property Owner Information (if different than Tenant/Business) :**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**Consultants (as applicable) :**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

## Application Requirements

1. Submit 12 copies of the applicable items on the Certificate of Appropriateness Application Submission Checklist attached.

2. Description of Project:

---

---

---

---

---

---

---

---

3. Application Acknowledgements:

By execution of this application in the space provided below, the applicant, tenant/business or owner do hereby certify, acknowledge, agree and affirm to the Village of Kenilworth that the information contained in this application is true and correct.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Certificate of Appropriateness Process:**

After this application and all necessary materials are submitted, the application will be put on the docket for an Architectural Review Commission (ARC) meeting. This application must be submitted 45 days prior to the ARC meeting. The Village will provide the Applicant with a notification packet containing a notice to be delivered to all property owners living within 500 feet of the property and the Village will publish a legal notice in a local newspaper. Notifications must be done not less than 15 days or more than 30 days in advance of the public hearing date. Applicants should expect a hearing within 60 days of submitting an application. All applicants are encouraged to read the Kenilworth Zoning Ordinance.

Call Community Development Department at (847) 251-1666 or email to [scriezis@villageofkenilworth.org](mailto:scriezis@villageofkenilworth.org) with any questions.

## **Certificate of Appropriateness Application / Submission Checklist**

This checklist summarizes the Certificate of Appropriateness application requirements for a submission to the Kenilworth Architectural Review Commission to be submitted after the pre-application meeting. It is used to evaluate proposals for consistency with the Kenilworth Zoning Ordinance, Architectural Review Commission (ARC) Kenilworth Appearance Plan and Kenilworth Comprehensive Plan (KCP) Design and Development Guidelines. The checklist is intended to serve as a tool for the building owner and architect or designer. The submission should refer to the Kenilworth Zoning Ordinance, ARC Kenilworth Appearance Plan and KCP Design and Development Guidelines in order to achieve a successful outcome.

All of the following items must be submitted before the Certificate of Appropriateness application will be scheduled for consideration by the Architectural Review Commission at an upcoming meeting.

**This checklist must be completed and submitted with the application. Provide 12 copies of all applicable items.**

### **Fees**

- Certificate of Appropriateness filing fee

### **Signage and/or Awning Requests**

- Certificate of Appropriateness Application form
- Statement of Intent: describe the proposed sign and/or awning, the materials, and details of installation
- Site plan showing location of proposed sign and/or awning, with any associated landscaping or lighting
- Elevation or photograph of building façade with proposed sign and/or awning shown
- Sign and/or awning drawing with dimensions, materials, letter size, typeface and colors
- Samples of sign letters and/or awning materials and colors
- Sign Illumination: details regarding source, type and level of illumination (if applicable); level of illumination must be measured in foot candles
- Master Sign Plan if required by the Kenilworth Sign Code
- On-site mock-up may be requested by ARC to better understand the sign proposal

### **General Exterior Requests**

- Certificate of Appropriateness Application form
- Description of exterior materials
- Samples of new exterior materials (including, but not limited to, manufactured cut sheets and/or product samples of roof materials, wall materials, window/door products, storefront glazing, light fixtures, etc); If appropriate, local addresses of buildings that use such materials

- Statement of Intent : identify existing site and building conditions; describe the proposed project and how the project meets the criteria in the ARC Kenilworth Appearance Plan and KCP Design and Development Guidelines; explain the design rationale

#### **Drawings and Supporting Documents - General Exterior Requests**

- Plans and elevations to illustrate the existing site (drawings should be to scale)
- Plans and elevations of the proposal (drawings should be to scale); windows and doors with dimensions, materials and glazing patterns; exterior details, as appropriate, of millwork and any proposed special conditions.
- Streetscape elevations, showing rooflines and materials of adjacent structures
- Color photographs of the site and existing buildings adjacent to the site
- Supporting documentation (?) related to the project
- Perspectives, drawings, sketches or model of the proposal , if requested by ARC, to show relationship to neighboring structures, the overall streetscape and human scale, with figures and dimensions
- Parking Lot Layout (if applicable)
- Lighting Plan of parking lot (if applicable)
- Landscape Plan (if applicable) with proposed species of vegetation and size at the time of planting; existing trees and vegetation to remain or be removed; existing and proposed hardscapes

#### **Indicate consideration of the ARC Kenilworth Appearance Plan**

#### **Indicate consideration of the following KCP Design and Development Guidelines (if applicable) in the submission, either in the drawings or by an explanatory text:**

- Architectural style
- Building height, placement and orientation
- Building materials
- Roofs and rooflines
- Doors, windows and ornamentation
- Pedestrian realm
- Parking and service areas
- Lighting and landscaping
- Signage and awnings

# CERTIFICATE OF APPROPRIATENESS PROCESS

(e) **Application for Certificate of Appropriateness.**

All applications for a certificate of appropriateness shall be subject to the standards and procedures established in Article XVII of this Ordinance.

(f) **Pre-Application Conference.**

Prior to filing an application for a certificate of appropriateness, the prospective applicant may request an informal conference with the Administrative Official to discuss the proposed application. The pre-application conference does not require either the payment of an application fee or the filing of an application.

(g) **Procedures for Certificate of Appropriateness Approval.**

- (i) Application Review. Upon receipt of a properly completed application for approval of a certificate of appropriateness, the Administrative Official shall review the application for compliance with all applicable requirements. Completed applications will then be forwarded to the Architectural Review Commission for a public hearing.
- (ii) Public Hearing. The Architectural Review Commission shall hold a public hearing on an application for a certificate of appropriateness no later than sixty (60) days after receiving a properly completed application from the Administrative Official. The hearing shall be concluded not later than one hundred twenty (120) days following the receipt of a completed application unless the applicant shall agree to an extension. Notice for the public hearing shall be issued in the manner provided in Section 17.10 of this Article.
- (iii) Findings of Fact; Decision. After the close of the public hearing, the Commission shall make findings of fact in support of its decision to grant or deny a certificate of appropriateness in accordance with the standards set forth in this Ordinance. The Commission shall make its decision issuing, issuing with conditions, or denying the certificate of appropriateness. The Commission shall specify in its decision such conditions that it deems necessary to assure the protection of the public health, safety, and welfare, and the compatibility with the surrounding neighborhood and community. The decision shall be issued within thirty (30) days after the close of the public hearing and be forwarded to the Administrative Official,
- (iv) Required Vote. The Commission shall not approve a certificate of appropriateness except on the the concurring vote of a majority of the members of the Commission present at the meeting. The Commission shall not deny a

certificate of appropriateness except on the concurring vote of four members of the Commission.

- (v) Effect of Decision. The decision of the Commission on an application for a certificate of appropriateness will be the final decision of the Village. In the event of denial of a certificate of appropriateness, the applicant shall have the right to appeal the decision in the Circuit Court of Cook County in the manner provided by law.

(h) **Amendments to Certificates of Appropriateness.**

(i) Major Changes.

(A) Procedure for major changes. An applicant seeking a major change after a certificate of appropriateness has been approved shall seek an amendment to the certificate by submitting a new application and following the procedures for approval, as established in this Section. Major changes to an approved certificate of appropriateness may be granted only by the Commission pursuant to the procedures set forth in this Section.

(B) Major changes defined. All changes other than minor changes.

(ii) Minor Changes.

(A) Procedure for minor changes. A proposed minor change after a certificate of appropriateness has been approved may be presented directly to the Administrative Official for consideration in the event of extenuating and/or unforeseen circumstances. The Administrative Official may approve minor changes memorialized in a written document which shall be forwarded to the Commission.

(B) Minor changes defined. Minor changes shall include changes in specified materials or structural components due to product discontinuance or unavailability or the like, with no change in quality.

(i) **Duration, Expiration and Removal.**

- (i) No certificate of appropriateness shall be effective for a period longer than twelve (12) months unless a building permit is obtained and the erection, construction, alteration or repair of the building or structure, or the location, erection, display, construction, installation, enlargement,

expansion, alteration, operation, or repair of the sign covered by the certificate, has commenced within that period and is thereafter diligently pursued to completion. The Administrative Official may, upon written request of the applicant, extend this time limit for a period not to exceed an additional six (6) months if the Administrative Official deems such extension to be appropriate and necessary to avoid undue hardship to the applicant. The applicant must submit a written request for an extension to the Administrative Official prior to the expiration of the certificate of appropriateness. Any such extension shall be made only after payment of the appropriate fee.

- (ii) The right to extend said time limit shall not include the right to request additional relief or amendment to or expansion of the scope of the certificate of appropriateness. If a certificate of appropriateness expires, the applicant must reapply for a new certificate of appropriateness and such re-application shall be treated as a new application.

- **Definitions:** A comprehensive and detailed list of definitions related to signage and the regulations of signs.
- **Exempt Signs:** A detailed listing of signs in the Village that do not require a Building Permit or Certificate of Appropriateness from the Architectural Review Commission. Types of signs exempt include: address, directory, incidental, informational, security, construction site, and real estate signs.
- **Prohibited Signs:** A comprehensive listing of signs prohibited anywhere in the Village. Prohibited signs include signs such as: signs that are abandoned or dilapidated, billboards, changeable message signs, signs that flash, blink, or are internally illuminated, mobile billboards, neon signs, roof signs, rotating or moving signs, and noise or attention-getting signage (not a comprehensive list).
- **Sign Size:** The regulations include a detailed section on size and location limitations, and how the sizes of signs are calculated.
- **Total Combined Sign Area:** For all signs in the Business District, a single occupant building is limited to a total combined sign area of no more than 7.5% of the total area of the front façade, up to a maximum of 25 square feet. For multi-tenant buildings, sign area is limited to 7.5% of the front façade of each tenant space, up to a maximum of 25 square feet. If a building has frontage on two public streets, the limitation on total sign area is 7.5% of the front façade, up to a maximum of 25 square feet for the two frontages.
- **Types of Permanent Signs:** In the Business District, a mix of signs are permitted as part of the total combined sign area and include wall signs, window signs, projecting signs, and awning signs. One monument sign is allowed for any building set back 10 feet or more from the front lot line and included in the total combined sign area.
- **Master Sign Plan:** New buildings with multiple occupants or a new development with multiple buildings must submit a master sign plan. For existing buildings, a master sign plan is required when a change is proposed to any sign requiring a Building Permit and Certificate of Appropriateness, a change of occupant necessitates a change in sign, or one or more new signs are proposed by one or more occupants (not a comprehensive list).
- **Illumination:** Signs are limited to less than 10 foot candles at a distance of 4 feet away from the sign for illumination, and the signs are permitted to be illuminated until 10:00 p.m., or until the business closes or 11:00 p.m., whichever is earlier.
- **Variations:** Applicants are permitted to seek variations to some sign regulations – size, heights, combined sign area, logo size, and location, placement, or illumination of signs on a building. However, certain standards for a variation must be met, and the Zoning Board of Appeals must approve all requests for variations as provided in the Kenilworth Zoning Ordinance.
- **Amortization:** Signs existing in the Business District that do not meet the proposed regulations will be permitted to remain for a period of up to 3 years after 3/4/11. After that time, all signs in the Business District are required to conform to the regulations.
- **Sign Maintenance:** The regulations include detailed and extensive regulations pertaining to sign maintenance and upkeep.

For a complete copy of the Kenilworth Sign Code, visit Kenilworth's website [www.villageofkenilworth.org](http://www.villageofkenilworth.org).

## KENILWORTH SIGN CODE

### SECTION 4.27

(c) **Design Criteria for Permanent Commercial Message and Institutional Signs.**

- (i) Intent of Design Criteria. Design criteria for permanent commercial message signs in the "B" Business District are not intended to restrict imagination, innovation and variety in sign design and display, but rather to assist in focusing on design principles that can result in creative solutions that will develop a high quality visual appearance within the Village.
- (ii) Design Criteria. Permanent commercial message signs in the "B" Business District shall meet the following design criteria:
- (A) The proposed sign is designed to be constructed, installed and maintained in a safe condition with high quality design and materials.
  - (B) The proposed sign has good scale and proportion in its design, and is proportioned to the scale of, and is architecturally and visually compatible with, the building or property on which it is to be located and with existing adjacent and nearby buildings or structures and residential neighborhoods.
  - (C) The proposed sign is visually compatible with nearby buildings and structures in terms of height, size, location, shape, proportion, scale, materials, texture, lettering, illumination, colors and shape.
  - (D) The location of the proposed sign is appropriate in terms of design, landscaping and orientation on the property.
  - (E) The colors, materials and lighting of the proposed sign are restrained and harmonious, and not excessively bright.
  - (F) The proposed sign does not exceed the logo size requirements of Subsection 4.26(e).
  - (G) The amount of information and graphic elements that contain images or symbols in the proposed sign or group of signs is appropriately limited and results in a clear and readable design.
  - (H) Any proposed sign which is part of a master sign plan is consistent with such plan.

- (I) The proposed sign illumination does not exceed the level of illumination requirements of Section 4.26(j).
- (J) The proposed sign illumination complies with the building and construction requirements of Subsection 4.26(f).
- (K) The proposed sign does not cover architectural elements of the building.
- (L) If the proposed sign is an awning or canopy sign, the proposed awning or canopy complies with the material construction requirements of Subsection 4.27(b)(vii)(I).

5

**SECTION 4.26 (e) Logo Size.** A logo on a sign is limited to no more than fifteen percent (15%) of the total sign area.

**SECTION 4.26 (f) Building and Construction Requirements.** All signs shall comply with Kenilworth's Building and Construction Regulations and shall be designed and constructed adequately and safely to support their weight and to withstand wind and other stresses to which they may be subjected. Supports and braces shall be an integral part of the sign design. All signs attached to a building shall be installed and maintained so that wall penetrations are watertight and the structure does not exceed allowable stresses of supporting materials. All fasteners used to attach signs to a structure or building shall be properly sized for the design loads and material of the support, have a minimum cross-section diameter of one-quarter inch, and be made of corrosion resistant material.

## SECTION 4.26 (i) Sign Illumination.

In all zoning districts, sign illumination is limited to allowed exterior illuminated signs. All other illuminated signs are prohibited signs.

- (i) Location and Design of Light Source. The lights for exterior illuminated signs shall be located, shielded, and directed in such a manner that the light source is not directly visible from any surrounding public or private property. The use of unshielded lights, including incandescent bulbs on poles or strung on poles, wires, or any other type of support to illuminate a sign is not allowed. All receptacles or devices used to provide external illumination for wall signs shall not protrude more than nine (9) inches from the face of the sign except for ground lighting.
- (ii) Hours of Illumination. Illumination for an exterior illuminated sign is allowed from 7 a.m. to 10 p.m., except that an exterior illuminated sign may remain illuminated during such time as the business is open to the general public, so long as such sign is not a public or private nuisance and in no case later than 11 p.m.
- (iii) Level of Illumination. The lighting intensity of an exterior illuminated sign shall not exceed, and shall be maintained at or less than ten (10) foot candles when measured with a standard light meter at four (4) feet from the center of the face of the sign.

## SUBSECTION 4.27(b)(vii) Awning and Canopy Signs.

- (i) Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade. Awnings and canopies shall fit the façade of the building and be positioned so that distinctive architectural elements remain visible. When feasible, awnings shall be generally aligned with others nearby in order to maintain a sense of visual continuity.