



Certificate of Appropriateness Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Subject Property Information:

Address(es): _____ Zoning District(s): _____

Legal Description(s) (can attach separate sheet): _____

Applicant Information:

Name: _____ Phone: _____

Address: _____ E-mail: _____

Owner of Record Information:

Name: _____ Phone: _____

Address: _____

Summary of Proposed Alterations (may attach separate sheet): _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in the Historic Preservation Ordinance. The application must be accompanied by the following, unless specifically waived by the Director of Preservation and Community Development.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
3. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
4. **Plat of Survey.**
 - a. The plat must show all parcels or lots, in whole or in part, comprising the subject property, the actual dimensions of the parcels and all existing structures.
 - b. The plat must be to scale and noted as such.
 - c. The plat must be current as evidenced by the date of the survey, within six months of the application date, or
 - d. An older dated plat may be accompanied by a sworn affidavit of the applicant as to the accuracy of the plat.
5. **Building Plans.** This includes all elevations, floor plans, and site plan.
6. **Photos** of the exterior of the subject property or properties. Photos should be of all four sides of the subject property, presented as a straight on image, or an angled image. Photos of the adjacent properties are also required.
7. **The Commission shall consider the following criteria, as each may be applicable, in determining whether or not a Certificate of Appropriateness may be granted:**
 - a. The extent to which the proposed alteration will affect any exterior architectural feature of the site.
 - b. Whether any proposed alteration will have a positive effect on and harmonize with the external appearance of the site as a whole or on neighboring properties.
 - c. The extent and process of any demolition associated with the proposed alteration.
 - d. Whether the proposed work will result in the loss of vegetation, the keeping of existing vegetation or the addition of new vegetation on the site.
 - e. The effect of the proposed alteration on the appearance of the landscape scheme for the whole site.
 - f. When the proposed alteration is for an improvement, a report from the building inspector on the state of repair and structural stability of the improvement.
 - g. Any changes in the essential character of the area which would occur as a result of approval of the Certificate of Appropriateness. This is especially important if the proposed work is to take place in an historic district.
 - h. Whether the proposed work will conform to the design criteria as found in Section 23-5-2 of the Historic Preservation Ordinance.
8. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 15 copies of all documents, which must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Director of Preservation and Community Development.
9. **Fee.** A check payable to the City of Park Ridge shall accompany each application in the amount of \$200.
10. Any other information or documentation required by the Director of Preservation and Community Development.