



Village of Northbrook

DESIGN REVIEW APPLICATION

To receive a Design Review Permit, an Architectural Control Commission Application must be filed for all new and altered buildings, sites and/or signage proposed for properties located within the Village Green Overlay District (VGO). The VGO District is an overlay district in the downtown area for which the boundaries are noted on the Northbrook Zoning Map¹. The Design Review Permit process consists of three levels of review based on the proposed scope of work, which are explained in detail in the Village Green Overlay District portion of the Northbrook Zoning Code².

Once staff determines that the application is complete, the request will be scheduled for the next available Architectural Control Commission (ACC) meeting. The ACC meets once a month on the second Thursday of the month at 5:30 P.M. in the Village Hall. At the meeting upon which the application will be considered, members of the ACC may make any comments, suggestions or recommendations regarding the requested action. Members of the public in attendance at the meeting are also afforded an opportunity to comment upon the application.

The following materials are the minimum required for the processing of Design Review Permit applications. The initial application submittal shall consist of one copy of all of the required information and staff may request additional copies of information following the initial review of the application. There is no filing fee associated with the application process. If you have questions regarding the completion of this process contact the Department of Development and Planning Services at (847) 664-4050.

Property Owner Information

Legal Name: _____

Primary Contact: _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Applicant Information

Legal Name _____

Company _____
Address _____
City, State, Zip _____
Phone No. _____
Email _____

Property Information *(if more than one parcel is involved in the request please include the below information for all parcels)*

Site Location/Address: _____
Size of Property: _____ (square feet/acres)
Size of Building Space, if applicable: _____ (square feet)
Current Zoning: _____
Current Use for the Property: _____
Proposed Use for the Property: _____

Requested Action *(if additional space is needed to describe the proposed scope of the work please attach a separate page)*

¹ www.northbrook.il.us/zoningmap

² www.northbrook.il.us/zoningcode

REQUIRED MATERIALS FOR SUBMISSION

ALL Applicants must provide the following information to Staff at least fifteen (15) days prior to the Architectural Control Commission meeting date:

- If the Applicant is **not** the property owner, the **property owner** must submit written authorization allowing the Applicant to pursue the requested action
- Current **Plat of survey**, clearly showing property lines
- Site Plan** depicting existing building(s), parking, easements, signage, trees and landscaping on the lot. If the plat of survey depicts all of the above noted information than an additional site plan is not necessary.

Applicants requesting approval for a SIGN must submit the following additional information:

- Site Plan** depicting proposed location of the sign on the Subject Property
- Elevations** of the proposed sign drawn to a measurable scale depicting the actual color(s) of the sign. If the sign is a wall sign, the elevation drawing must contain the ENTIRE façade on which the sign will be placed and the elevation must be labeled specifying the area of the entire façade to which the sign will be affixed.
- Written Statement** specifying the materials the sign will be constructed with, method of installation, and the size, including total area, of the sign. If the sign is a replacement sign, specify the dimensions and total area of the sign being replaced. For properties containing multiple tenants and signs on a single lot, provide a list of all of the signs on the property and the total area of each sign.
- Color & Material Samples** containing the manufacturers specification for each color to be used
- Photographs** of the sign location on the Subject Property and photos of all other signs located on the Subject Property, as well as photos of the signs on all adjacent properties.

Applicants requesting approval of any SITE and/or BUILDING improvements must submit the following additional information:

- Site Plan** drawn to a measurable scale of the proposed site, building(s), parking, easements, signage, trees and landscaping on the Subject Property
- Elevations** of the existing building facades to be modified drawn to a measurable scale.
- Elevations** drawn to a measurable scale of all proposed modified and new building elevations. The elevations should include dimensions and have all building materials labeled.
- Color Samples** containing the manufacturers specification for all materials and colors, this includes bricks and roofing material.
- Landscape Plan** for all plans that incorporate changes to the landscaping and paving materials located on the Subject Property.
- If adding fixtures, show **typical drawing or detail** of all fixtures to be added
- Photographs** of the existing site and building(s) AND photographs of the adjacent buildings and sites.