



CITY OF HIGHLAND PARK
DESIGN REVIEW
APPLICATION FORM

For Office Use Only	
<input type="checkbox"/>	Administrative Review
<input type="checkbox"/>	Plan & Design Commission Review

<i>Date of Submission:</i>	
<i>Name of Building or Project:</i>	
<i>Project Address:</i>	
OWNER INFORMATION	
<i>Property Owner:</i>	
<i>Property Owner's Address:</i>	
<i>Phone:</i>	<i>Email:</i>
<i>Property Owner Signature:</i>	<i>Date:</i>
<i>Printed Name:</i>	
PROJECT INFORMATION	
<i>Project Representative (primary applicant):</i>	
<i>Project Representative Mailing Address:</i>	
<i>Phone:</i>	<i>Email:</i>
<u>Brief Description of Project:</u>	

Applications for design review and approval are subject to the requirements of Chapter 176 of the City of Highland Park Zoning Code. A copy of Chapter 176 may be obtained online at:
<http://www.cityhpil.com/government/ordinances.html>.

Within 60 days of the proper filing of a complete application for a certificate of design approval, the Community Development Director shall either (i) grant the certificate, (ii) grant the certificate with modifications or conditions, (iii) deny the certificate, or (iii) refer the application to the City of Highland Park Design Review Commission for consideration.

It is the responsibility of the applicant to ensure that all necessary permits are filed with the City. Approval of the Design Review Commission does not imply that the project has met all code requirements of the City as subsequent approvals by the Building Division, Public Safety or Public Works may be required.

Plan & Design Commission Review

Highland Park's Plan and Design Commission will review your application if it falls into any of these categories:

- 1) It is related to a current public hearing application for a Planned Development, Special Use, or Special Exception.
- 2) It is requesting a variation from the standards related to signs, lighting, landscaping, or other design features.
- 3) It is requesting a new sign package or amending an existing sign package.
- 4) It is a referral to the Plan & Design Commission by the Director of Community Development.

See the schedule of meeting dates and application deadlines for the Plan & Design Commission to determine when your application can be heard

DESIGN REVIEW GUIDELINES

The Plan and Design Commission refers to the General Design Standards established in Chapter 176 of the City Code. The Standards provide a standardized set of criteria that applicants can use to shape their application. The following is a helpful summary of the criteria:

1) Site Plan

- a. Does the project provide an adequate transition from the existing streetscape?
- b. Is the principle entrance visible and accessible from the street frontage?
- c. Appropriate building configuration?
- d. Appropriate screening for exterior storage, utility meters, refuse areas, etc?

2) Site Treatment

- a. Has the existing topography been preserved as much as possible?
- b. Do pedestrian walkways use pavers, curbs, or other distinguishing materials to maximize their visibility and safety?
- c. Has all new or improved utility infrastructure been placed underground?

3) Building Design

- a. Are the building mass, scale, and roof forms harmonious with the design of adjacent buildings?
- b. Does the building design make efforts to avoid monotony?
 - i. Roof line
 - ii. Windows
 - iii. Location and size of main entrance
 - iv. Location and orientation of garages
 - v. Cladding material and color

- c. Are the building materials durable and easy to maintain?
- d. Has mechanical equipment been adequately screened?
 - i. Rooftop equipment
 - ii. Ground-mounted equipment

4) Lighting

- a. Are the light fixtures appropriate in scale and finish to the building?
- b. Are light sources shielded from adjacent properties and rights-of-way?
- c. Do fixture heights, designs, and lighting levels comply with Chapter 150?

5) Awnings, Fences, and Antennas

- a. These must all be constructed to comply with their respective Articles in Chapters 150, 173, & 170

Administrative Design Review

If your project doesn't require review by the Plan & Design Commission, then it can be reviewed through an administrative process with the City's Design Review Team. The Team reviews applications and provides a recommendation to the Director of Community Development. The Team meets twice a month on the second and fourth Wednesdays. Applicants are not required to attend these meetings. Applications are due 21 days prior to the target meeting date. Required application materials are shown on the Design Review Application Checklist.

Following the Design Review Team meeting, there will be one of four outcomes:

Approval: A Certificate of Design Review Approval will be issued following the meeting. If more information is required before a decision can be made, staff will be in contact with you to discuss it.

Continuation: The Team may find that more information is needed before an approval can be issued. If this is the case, City staff will work with you to provide the information that is requested.

Denial: The Design Review Team will make every effort to work with you to approve your project, even if small modifications are necessary. From time to time, however, an application may have to be denied. If this happens, you can file an appeal. The appeal will be heard by the Plan and Design Commission at the earliest available meeting.

Referral: The Director of Community Development may refer your application to the Plan and Design Commission for approval.

APPLICATION CHECKLIST

FOR

DESIGN REVIEW

APPLICATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> Administrative Review \$100 | <input type="checkbox"/> All Variations and Sign Packages \$500 |
| <input type="checkbox"/> Building Review (up to 5,000 square feet) \$250 | <input type="checkbox"/> Amendment to Approved Plans \$100 |
| <input type="checkbox"/> Building Review (over 5,000 square feet) \$500 | |

SUBMITTAL REQUIREMENTS (PDC: 10 paper copies + digital) (Administrative: 1 paper copy + digital)

- Plat of survey** or site plan with scale and north arrow indicating:
 - Lot dimensions, total square footage, and required setbacks
 - Locations of existing and proposed buildings
 - Adjacent roadways with labels
 - This may not apply to small projects (small signs, awnings, etc)

- Elevation drawings** indicating material selections, illustrating proposed improvements. Please show adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.

- Scaled Color Renderings / Detail Sheets** of relevant improvements.

- Floor Plans** showing the interior layout of all proposed new or renovated structures.

- Contextual photographs** showing subject property in context of abutting properties and views from subject property.

- Lighting specifications** If new lighting is part of your proposal, see Article 6 of Zoning Code and submit:
 - Detail sheet with wattage, finish, and lens type for each proposed fixture;
 - Locations indicated on site plan, address I.E.S. Standards if applicable;
 - Height and light spread indicated on elevation drawing;
 - Photometric plan for new construction, parking, or other site lighting applications (min. 11"x17").

- Public Notification** No public notice necessary for Administrative Reviews. Plan and Design Commission reviews must follow Public Hearing notification requirements established in 150.1403.

- Material Samples** Provide information on the siding, glazing system, exterior cladding, etc/ that you are proposing. Material boards may be brought to the meeting.

- Electronic / Digital Copy of Materials** Via e-mail or on media, submit full color electronic versions of all graphics, elevations, surveys, etc in .pdf format and in original size.

- Landscape Plan & Tree Removal Plan** Elements of your plan may have landscaping requirements. See Article 22 in the Zoning Code for landscaping and screening standards. Plans must include planting quantities and species.

- Sign Variations & Sign Packages** If you are requesting a sign variation or sign package, be sure to address the standards in Article XX, the Sign Code. See staff if you need a copy.

- Written Project Narrative** A written narrative is required to describe the scope and context of your project. Additional literature, brochures, or photos may also be helpful to your proposal.

- Design Standards** Chapter 176 of the City Code lists Highland Park's Design Standards. It will be helpful to review them and address the standards in your written project narrative.

~ INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON AN AGENDA ~