

**VILLAGE OF BANNOCKBURN**  
**Architectural Review Commission Application**

**1.0 General Information**

1.1 Applicant

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

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

Telephone Number: \_\_\_\_\_

Applicant's Interest in Subject Property: \_\_\_\_\_

1.2 Owner (if different from Applicant)

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

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

Telephone Number: \_\_\_\_\_

1.3 Subject Property

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

Legal Description: \_\_\_\_\_

Parcel Index Number(s): \_\_\_\_\_

Has any variation or special use permit been granted for this property? Yes:\_\_\_\_\_ No:\_\_\_\_\_

If yes, please identify the ordinance or other document granting such zoning relief.

1.4 Trustees Disclosure

Is title to the property in a land trust? Yes\_\_\_\_\_ No\_\_\_\_\_

*If yes, full disclosure of all trustees and beneficiaries is required.*

1.5 Consultants

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers or attorneys:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

1.6 Village Officials or Employees

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes: \_\_\_ No: \_\_\_

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

1.7 Description of proposed work

Provide a brief description of the proposed construction, alteration, enlargement, or remodeling work on the Subject Property: \_\_\_\_\_

\_\_\_\_\_

**Samples of the exterior materials must be submitted for review.** Applicant shall be required to certify that the samples match the above described materials.

**2.0 REQUIRED SUBMITTALS**

2.1 \$75.00 Non-refundable Application Fee.

2.2 Twelve (12) Copies of Site Plan no smaller than 11" x 17" and no larger than 30" x 36" (Folded to 8.5" x 11").

Site Plan must show all dimensions of and improvements (existing and proposed) upon, the Subject Property, including buildings, driveways, walkways, generators, fencing, etc. Site plan must also include all relevant zoning information, including lot area, floor area of all principle and accessory buildings, coverage of all impervious surfaces on lot, the heights of all structures, number of parking spaces, and all required yard setbacks. Complete Floor Area Information Sheet (attached) to the Application.

2.3 Twelve (12) Copies of Elevation Drawings of Proposed Structure no smaller than 8.5" x 11" and no larger than 11"x17" (Folded or Reduced to 8.5" x 11").

2.3.1 Scaled, color elevations of the proposed structure are **required** for any structure **greater than** 120 sq. ft. Include on elevation all existing and proposed gutters/downspouts, light fixtures (even those that may not be visible via the elevations such as recessed lights), and doors.

2.3.2 New Residential Structure Shall Also Provide Color Perspectives of the Proposed Residential Structure Depicting the Structure's Relationship to Neighboring Structures and to the Overall Site.

2.3.3 New Residential Structures and Additions are also required to show the roof plan identifying the scale of the roof tiles and the pitch.

2.4 Twelve (12) Copies of the Landscaping Plan for the Subject Property no smaller than 11" x 17" and no larger than 30" x 36" (Folded or Reduced to 8.5" x 11"). Plan must be large enough to clearly depict all necessary information.

**Include the species, caliper size, number of, and condition of existing and proposed plant materials. Additionally, demonstrate how the plan meets bufferyard requirements. Include opacity chart.**

2.5 Twelve (12) Copies of Exterior Lighting Plan for the Subject Property no smaller than 11" x 17" and no larger than 30" x 36" (Folded to 8.5" x 11"). Plan must be large enough to clearly depict all necessary information.

2.5.1 Include any Existing Exterior Lights on plan even if it is proposed to be removed.

2.5.2 Provide fixture specifications for any and all proposed lighting including light output (in lumens) information, size of fixture, proposed or existing mounted height, and quantity of fixtures. Include photo of proposed fixture(s).

2.5.3 Include legend indicating number of each type of fixture on plan and identifying new fixtures and proposed fixtures.

2.6 Twelve (12) Copies of Vicinity Map (Folded or Reduced to 8.5" x 11").

Vicinity Map must show approximate locations and dimensions of all structures, buildings, and significant natural or topographical features of Subject Property and all adjacent properties up to 250 feet from Subject Property.

2.8 Exterior Materials.

Describe the type, color, and texture of the exterior building materials for the proposed work described in part 1.7 on page 2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Samples of the exterior materials must be submitted for review. Applicant shall be required to certify that the samples match the above described materials.

2.9 Photographs.

Applicant must submit a least one (1) set of photographs of the Subject Property and its improvements, as well as photographs showing adjoining properties as viewed from Subject Property. Please identify subject and date of photograph on reverse side of photo.)

**3.0 CERTIFICATIONS**

3.1 The Applicant and Owner certify that this application is filed with the permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do so.

3.2 The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.

3.3 **The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying application.**

3.4 The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any consultants' fees. By signing this pre-application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.

3.5 The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.

3.6 ***The Owner (authorized representative for commercial buildings) must be present at the Architectural Review meeting.***

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_\_\_

Date \_\_\_\_\_

**Only Applications with original signatures will be accepted.**

**VILLAGE OF BANNOCKBURN**  
**FLOOR AREA INFORMATION SHEET**

OWNER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

| <b><u>EXISTING</u></b>   | <b><u>PERMITTED MAXIMUMS</u></b>             | <b><u>PROPOSED</u></b>   |
|--|--|--|
| <b>LOT AREA:</b> _____   | <b>LOT AREA:</b> <sup>iii</sup> _____        | <b>LOT AREA:</b> _____   |
| <b>GROSS FLOOR AREA:</b> <sup>i</sup>                              |  | <b>GROSS FLOOR AREA:</b>   |
| First Floor: _____   |  | First Floor: _____   |
| Second Floor: _____  |  | Second Floor: _____  |
| Third Floor: _____   |  | Third Floor: _____   |
| If Floor is >14 feet in height,<br>additional "volume area": _____ |  | If Floor is >14 feet in height,<br>additional "volume area": _____ |
| Attic: _____   |  | Attic: _____   |
| Basement: <sup>ii</sup> _____                                      |  | Basement: _____  |
| Garage/Parking Structure: _____                                    |  | Garage/Parking Structure: _____                                    |
| Accessory Buildings: _____   |  | Accessory Buildings: _____   |
| Other: _____   |  | Other: _____   |
| <b>TOTAL GROSS FLOOR AREA:</b> _____                               | <b>TOTAL GROSS FLOOR AREA:</b> _____         | <b>TOTAL GROSS FLOOR AREA:</b> _____                               |
| <b>FLOOR AREA RATIO:</b> _____                                     | <b>FLOOR AREA RATIO:</b> <sup>iv</sup> _____ | <b>FLOOR AREA RATIO:</b> * _____                                   |

**ARCHITECT/BUILDER CERTIFICATION:**

I, the architect/builder for the owner(s) listed above, have personally reviewed the plans submitted to the Village of Bannockburn, which plans were prepared by \_\_\_\_\_ and dated \_\_\_\_\_, and hereby certify that the calculations referenced above are truthful and accurate.

Architect/builder signature: \_\_\_\_\_

\* If the proposed Floor Area Ratio is within either three (3) percent or 250 square feet of the maximum permitted Floor Area Ratio for this property, the owner is required to submit to the Village system-compatible CAD data, in electronic format (or such other confirming materials as may be acceptable to the Village), for independent verification by the Village or its consultant, which verification shall be at the owner's expense.

## DEFINITIONS

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<sup>i</sup> **Gross Floor Area** is defined as “The sum of the gross horizontal areas of all floors of a building or of such area thereof devoted to a specific use, measured from the exterior face of exterior walls or from the center line of walls separating two buildings or uses. Gross floor area shall include areas such as basement floors; elevator shafts and stairwells at each floor; floor spaces and shafts used for mechanical, electrical, and plumbing equipment; penthouses; attic floors; interior balconies and mezzanines; atria; enclosed porches and floor space used for accessory uses. Gross floor area shall also include floor area devoted to parking garages and structures, but not parking lots. No floor area devoted to a public water storage facility shall be included in gross floor area. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor; provided, however, that such ceiling height limitation of fourteen (14) feet shall not apply to warehousing or storage areas within a business headquarters planned unit development.” See 12-101F of the Bannockburn Zoning Code.

<sup>ii</sup> **Basement** is defined as “A portion of a structure located partly underground having an average ceiling height above grade of more than 2 feet but less than 6 feet.” See 12-101B of the Bannockburn Zoning Code.

<sup>iii</sup> **Lot Area** is defined as “The total land and water area included within lot lines, excluding, however, land areas subject to easements for public or private access or egress.” See 12-101L of the Bannockburn Zoning Code.

<sup>iv</sup> **Floor Area Ratio** (FAR) is defined as “The gross floor area of a building divided by the total lot area of the zoning lot on which it is located. For planned developments, the FAR shall be determined by dividing the gross floor area of all principal buildings by the net area of the site.” See 12-101F of the Bannockburn Zoning Code.

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