



Office Use Only

PROJECT NO: _____

DATE RECEIVED: _____

DATE REVISED: _____

Application for Certificate of Appropriateness

Property Address _____ Date _____

Owner Name/Address _____

Applicant Phone No. /Email Address _____

Contractor/Architect (if applicable) _____ Phone No. _____

Property Use _____

Historic Landmark FLW-Prairie School Historic District
 Ridgeland Historic District Gunderson Historic District

Description of Job : _____

Drawings Submitted Yes _____ No _____

Applicant Name/Address _____

Applicant Phone No. /Email Address _____

Notice:
This form is not a permit application.

APPLICANT'S SIGNATURE

Certificate of Appropriateness

The Oak Park Historic Preservation Commission, or its authorized agent, has reviewed the proposed work and has determined that it is in accordance with the applicable criteria set forth in Section 7-9-12 of Article 9 of the Code of the Village of Oak Park. Accordingly, this Certificate of Appropriateness is issued and shall remain in effect for a period of one year after the date of issuance.

Any change in the proposed work after issuance of this Certificate of Appropriateness shall require inspection by Commission staff to determine whether the work is still in substantial compliance with the Certificate of Appropriateness.

This certificate is not a permit, does not authorize work to begin, does not ensure building code compliance, and does not imply that any zoning review has taken place.

Chairperson's Signature

Date of Commission Review

Certificate of Appropriateness -- Approved _____ Denied _____ Vote Record _____
Conditions Y N

Certificate of Appropriateness SUBMITTAL REQUIREMENTS

The following is a list of submittal requirements based on the type of project that is being proposed. It is encouraged, but not required, to meet with Historic Preservation Commission (HPC) Staff to review submittal requirements prior to submitting. To set up a meeting or to answer any questions you may have as to which requirements apply to your project, please contact HPC Staff at (708) 358-5417 or historicpreservation@oak-park.us.

For Repairs and Replacements

- 1 copy of a completed **COA Application Form** and all supporting written information including a project narrative. The project narrative should explain how the proposed project meets the requirements of the Architectural Review Guidelines.
- Labeled **Color Photographs** showing all exterior views of building or structure including all areas of proposed work.
- If materials are being proposed for repair or replacement that are other than an exact match to the original, **Samples or Manufacturer Brochures** must be submitted of the proposed materials.
- Any additional information that is requested after your initial consultation or review with HPC Staff.

For Alterations, Additions, New Construction, Relocation and Demolition

- 1 copy of a completed **COA Application Form** and all supporting written information including a project narrative. The project narrative should explain how the proposed project meets the requirements of the Architectural Review Guidelines.
- Labeled **Color Photographs**:
 - All exterior views of building or structure including all areas of proposed work.
 - If change in height, scale or massing of structure is being proposed, provide additional photographs of adjacent properties and facing properties so that context can be understood.
- Drawings** indicating existing conditions and all proposed changes and new work.
 - If a change in building footprint is being proposed, include a **Site Plan** drawn “to scale” that clearly labels and dimensions existing and proposed construction.
 - Include **Existing and Proposed Floor Plans** of all affected floors drawn “to-scale. All new work should be labeled and dimensioned.
 - If the proposed project includes changes or additions to the original roof, include a **Roof Plan** drawn “to-scale” and indicate and label proposed roof details such as configuration, slope, overhang dimension and how new roof ties into the existing.
 - Include **Existing and Proposed Exterior Elevations** drawn “to-scale”. Clearly label all materials, window types, trim types and sizes, roof overhang dimension, roof slope, etc
 - Include **Details or Sections** if required to explain areas of complex or detailed building configuration. Confirm requirements with HPC staff.
- If materials are being proposed for the new work that are other than an exact match to the original materials existing on the property, **Samples or Manufacturer Brochures** must be submitted of the proposed materials.
- If demolition of a structure or material is being proposed due to deterioration of the original structure or material, submit **Photos** documenting the deterioration and **Cost Estimates** documenting cost of repair vs cost of replacement.
- Any additional information that is requested after your initial consultation or review with Staff.

Submit one copy of the COA application and all photos, drawings and written materials. Samples and brochures can be brought with you to the review meeting. **Alternately, all drawings, photographs and written materials may be emailed to HPC Staff in digital or PDF format.** Contact HPC staff for more information.