

# **DESIGN COMMISSION**

**APPLICATION AND PROCEDURES  
COMMERCIAL  
MULTI-FAMILY  
INSTITUTIONAL  
CHURCHES/HOSPITALS/SCHOOLS**



**VILLAGE OF ARLINGTON HEIGHTS**

**ARLINGTON HEIGHTS, ILLINOIS**

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
33 SOUTH ARLINGTON HEIGHTS ROAD  
ARLINGTON HEIGHTS, IL 60005**

**PHONE: (847) 368-5200      FAX: (847) 368-5988**

**EFFECTIVE MAY 1, 2006  
(revised AUGUST 2018)**

# Commercial Project Application and Procedures

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

## I. Purpose and Jurisdiction

1. The purpose of the Design Commission is to provide an appointed, advisory body that shall make recommendations to the Board of Trustees on matters related to existing architecture design, aesthetics, landscape and signage. Using the adopted Design Guidelines and the Village's Sign Regulations, this Commission will work with petitioners to develop creative design solutions aimed at improving the aesthetic quality of developments in Arlington Heights. The Commission shall review all relevant Plan Commission, Zoning Board of Appeals, Building Permit and Sign Permit applications for new construction and those applications for improvements that substantially impact the architectural design or appearance of the building, site or signage. The Design Commission is normally scheduled to meet on the second and fourth Tuesday of each month at 6:30 p.m. at the Arlington Heights Municipal Building located at 33 S. Arlington Heights Road.
2. The following types of projects will require Design Commission review:
  - a. All new commercial buildings, including churches.
  - b. All existing commercial buildings, including churches, proposing an addition or modification which substantially affects the exterior facades.
  - c. All new multi-family buildings.
  - d. All new multi-family buildings proposing exterior modifications which substantially affect the exterior elevations.

## II. Process & Timeline

1. A preliminary meeting with the Staff Liaison in the Planning and Community Development Department can be scheduled if the petitioner would like to discuss the project design and Design Commission process.

**RECOMMENDED:** With large, complex, mixed-use, or multi-family projects, and prior to submitting a formal application, petitioners may attend a Design Commission meeting to informally discuss their project design, before fully preparing the drawings and materials required for a complete submittal and formal review. Requests to informally present a possible design should be made to the Staff Liaison in the Planning and Community Development Department.

2. After the preliminary staff review meeting, the petitioner submits a complete application and required supporting materials to the Planning and Community Development for Design Commission.
3. Staff will notify the petitioner of a review date, which will be scheduled after a **complete application** is received.
4. Allow 30 business days for review and scheduling of a formal review.

## Commercial Project Application and Procedures

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

### III. Design Commission Review Submittal:

Petitioner is required to submit the following:

- a. 1 set – Plat of Survey, including site data, grading, storm water control facilities, etc.: must show current site conditions.
- b. 1 set – Location map with roads, parking and buildings within 250-feet of the subject site.
- c. 1 set – Color photographs of subject property and surrounding properties: 3 sites to the left, 3 sites to the right, and 3 sites across the street.
- d. 1 set – Existing and proposed fully dimensioned, detailed site plans, including parking lot layout, building locations, driveways, yards and setbacks.
- e. 1 set – Existing and proposed floor plans.
- f. 1 set – Proposed roof plan, with slopes, pitches, and location of mechanical and rooftop equipment.
- g. 1 set – Existing and proposed elevations of all building facades. Must be architectural scale, i.e., ¼-inch equals 1-foot or 1/8-inch equals 1-foot, with materials called out, significant dimension notes, basic floor to floor heights, window sizes, roof pitches, etc.
- h. 1 set – Color rendering of major façade on 11-inch X 17-inch paper.
- i. 1 set – Landscape plans in accordance with the “Requirements for Landscape Approval.”
- j. 1 set – Locate plans and elevations of trash enclosures, rooftop mechanical equipment and utilities, along with cut sheets of details and elevations.
- k. 1 set – Written list of all major materials, with manufacturer and color specifications. (See attached Sample on Page 6)
- l. 1 set – Samples of all major materials including glass, colors, textures, and finishes being proposed on an 8-1/2" X 11" material board, and a digital photo of the sample board.
- m. 1 set - Completed application form (Page 5), including signature and appropriate fee as follows:  
Commercial: \$500 Multi-Family: \$350 Institutional/Churches/Hospitals/Schools: \$300
- n. Electronic (pdf) files of all submittal documentation (Items a thru m), submitted on a non-returnable USB Flash Drive (“thumbdrive”) or CD-Rom.
- o. Posting of sign as required, photograph of sign and affidavit (See SAMPLE on Pages 7 & 8). Only projects located within a residential zoning district are required to post a public notice sign prior to Design Commission review.

**Drawings should be Design Development level, not construction documents. All drawings must be full size (24 x 36), scalable and folded. Incomplete applications will not be accepted or scheduled for review. Applications are required to meet code, and it is recommended that a design is submitted which is compatible to the neighborhood and follows the intent of the Design Guidelines.**

## Commercial Project Application and Procedures

---

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

### Audio/Visual Material Submittal Requirements for Public Hearing and/or Meeting Presentations

The Village of Arlington Heights has projection capabilities in the rooms where public hearings and/or public meetings are held. Therefore, in lieu of presentation boards, the Village requests that presentations are made digitally.

#### Presentation at the Meeting or Hearing

- The Staff liaison will be present at the meeting to facilitate projection of the submitted documentation.
- If the presenter has any specific requirements regarding the presentation or meeting, these must be relayed to the Staff liaison **three days prior** to the hearing or meeting.

*All questions regarding the submittal requirements and/or presentation logistics shall be directed to the liaison responsible for the specific project.*

## Commercial Project Application and Procedures

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

### INSTRUCTIONS TO COMPLETE FORMS:

The petitioner must fill out this page. The petitioner and owner must sign this page on the signature line provided below, prior to submitting the completed application. The signing of this application hereby authorizes the Village of Arlington Heights, their agents and members of the Design Commission, permission to enter the property indicated below to visually inspect the site. The Village Staff will put their comments in a Staff Design Commission Report.

P.I.N.#:	
----------	--

Location: \_\_\_\_\_ Zoning: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you applying for other reviews? (if known)

Plan Commission  Date \_\_\_\_\_ Zoning Board of Appeals  Date \_\_\_\_\_

**PETITIONER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Commercial Project Application and Procedures

---

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

### **SAMPLE MATERIAL LIST\***

1. Petitioner Name:
2. Date:
3. Project:
4. Location:

#### Commercial/Retail/Condominium Building:

Brick: "Old Windsor" Utility from Bowerstone Shale Co.  
EFIS: Bright White in "Sandblast" finish  
Base: White Renaissance Stone from Midwest Stone  
Storefront: "Hemlock Green" aluminum  
Fabric Awnings: Light Green  
Metal Turret & Trim: "Hemlock Green" aluminum

*\*List of primary colors, textures and materials to be used.*

**Commercial Project Application and Procedures**

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

**SAMPLE SIGN  
(Design Commission Review ONLY)**

Size to be approximately 30" high by 48" wide.

All letters and numbers must be no less than 1.5" in height.

**NOTICE OF PUBLIC MEETING**

**MEETING FOR: DESIGN COMMISSION REVIEW FOR \_\_\_\_\_**

**MEETING LOCATION: ARLINGTON HEIGHTS MUNICIPAL BUILDING  
33 S. ARLINGTON HEIGHTS ROAD  
ARLINGTON HEIGHTS, IL 60005**

**DATE: (fill in meeting date) TIME: (fill in meeting time)**

**PUBLIC ATTENDANCE & COMMENTS INVITED**

**FOR DETAILS CALL:** Or: Village of Arlington Heights  
Department of Planning and  
Community Development at  
847-368-5200

\_\_\_\_\_  
(Petitioner's Name & Phone #)

1. Sign must state current action requested, date, time, and place of meeting.
2. Sign must be posted on private property facing and clearly visible from adjacent roadway(s), fifteen (15) days prior to the meeting date (i.e., if a corner lot, one sign must be provided facing each adjacent roadway).
3. All signs must be removed no later than ten (10) days after completion of the final meeting.
4. Photo must be taken of sign(s).

**Commercial Project Application and Procedures**

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

**DESIGN COMMISSION REVIEW ONLY**  
**NOTIFICATION AFFIDAVIT**

I, \_\_\_\_\_ hereby certify that the public meeting sign(s) required by Chapter 28, Section 13.6 of the Arlington Heights Municipal Code were erected on the property commonly known as \_\_\_\_\_ on \_\_\_\_\_  
*(Subject Property Address) (Date of Posting)*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Subscribed and Sworn to before me**  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public**



## Commercial Project Application and Procedures

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

### Public Meeting Process:

The Design Commission will hold a public meeting to review the proposal. Petitioners or their representatives will make a formal presentation to the Design Commission and answer any questions concerning the proposal. It is required that the petitioner attend the scheduled Design Commission meeting. The Design Commission will work with the petitioner to resolve any outstanding design issues and make a final recommendation to the proper body depending on what process is required for the petition (e. g. Building permit, Zoning Board of Appeals, etc.). **It is the architect/homeowner/builder's responsibility to comply with the Design Commission approval and ensure that Building Permit plans comply with all zoning code requirements.**

### Additional Reviews:

Depending on, and subject to any other processes required, the Design Commission recommendation may be forwarded to a final approval body as follows:

- a. **Design Commission Re-Review:** For petitions requiring a subsequent Design Commission re-review, the petitioner is required to submit one additional set of the revised plans and elevations to the Department of Planning and Community Development, along with revised electronic (pdf) files. Staff will schedule on a first-come, first-serve basis on the next available agenda.
- b. **Plan Commission/Village Board of Trustees:** For those petitions requiring a Plan Commission hearing and Village Board approval, the Design Commission's recommendation is forwarded to the Plan Commission with the Staff Development Committee Report for review and subsequently forwarded to the Village Board of Trustees for final consideration depending on the Plan Commission's recommendation.
- c. **Zoning Board of Appeals (ZBA):** For petitions requiring only a Zoning Board of Appeals hearing, the Design Commission's recommendation is forwarded to the ZBA along with the other required documents for review and may in some cases be forwarded to the Village Board of Trustees for final consideration depending on the Zoning Board of Appeals recommendation.
- d. **No Other:** For those petitions where no other Village Commission or Board review is required, except for Building Permit Review, the Design Commission will issue a final administrative decision of approval, possibly with required modifications, and a 'Certificate of Appropriateness' will be issued upon approval of the Design Commission minutes and motion at the subsequent meeting.

**NOTE: The Certificate of Appropriateness shall be effective for no more than 12 months from the date it was issued. Unless a building permit has been issued and construction commenced within this time period, the Certificate of Appropriateness shall be void. An extension of up to 12 months can be obtained by submitting a detailed request to the Planning and Community Development Department.**

- e. **Appeal to Village Board of Trustees:** For those petitions not requiring a Plan Commission, Zoning Board of Appeals, or Village Board hearing, and the Design Commission denies a 'Certificate' of Appropriateness, the petitioner has the right to appeal directly to the Village Board of Trustees. A written appeal should be made to the Village Manager within 30 days of the denial by the Design Commission. Appeal requests will be forwarded to the Village Board for the next available meeting. The Village Board may adopt, modify, or overrule the Design Commission's decision.

### How to Avoid Postponement:

Prior to submitting a formal application, petitioners can meet with the Staff Liaison to discuss their project design concepts on an informal basis. This optional step provides petitioners with feedback from the Planning Staff prior to preparing the drawings required for a complete submittal. Failure to comply with the application requirements will cause postponement of your Design Commission meeting. If you have any questions, please contact the Planning and Community Development Department at (847) 368-5200.