

# **DESIGN COMMISSION**

**APPLICATION AND PROCEDURES  
SINGLE-FAMILY HOMES  
(NEW, TEARDOWNS, ALL ADDITIONS)**



**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 MAY 2018)**

# Single-Family Home Application and Procedures

Village of Arlington Heights

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## 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 either a design review or a Design Commission review:
  - a. **All new single-family homes and teardowns.**
  - b. **All existing single-family homes proposing an addition.**

In these cases, the petitioner will be required to submit a complete Design Commission application and complete the formal Design Commission process as outlined herein.

## II. Preliminary

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 the Design Commission process.

**RECOMMENDED:** With single-family residential projects fitting the criteria above, 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 design should be made to the Staff Liaison in the Planning and Community Development Department. As a courtesy to your neighbors, please notify them of your general intents and projects.

## III. Application Review

An application is submitted by the petitioner with supporting documentation for a Staff review of the proposal. Staff will review and determine whether an Administrative Review or a Design Commission Review is required.

**STEP 1: Design Review:** If the proposal meets the intent of the Design Guidelines and is within the character of the neighborhood, then an Administrative Review and 'Certificate of Appropriateness' will be issued. A building permit may then be applied for.

**STEP 2: Design Commission Review:** Staff will notify the petitioner of a formal Design Commission review date, which is scheduled after a complete application is received. Please allow 30 business days for review and scheduling of a formal review. The petitioner is then required to follow notification procedures as noted in Step 2 on Page 3.

**NOTE: Per Chapter 28, Section 14.4, 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.**

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## Step 1: Design Review Submittal:

- a. 1 set – Existing and proposed fully dimensioned, detailed site plans including building locations, driveways, yards and setbacks. Site plan must show: a) All existing and proposed impervious surfaces and the square footage, b) Dashed-in roof line, which includes eaves, gutters, and roof, c) Locate existing trees on the site, show locations of all parkway trees, and any neighboring trees that may be impacted; note their condition, size, and preservation plans. The proposed driveway must be shown all the way to the street curb, and the driveway location must be coordinated to avoid existing parkway trees, d) Locate window wells with setbacks, e) Show all new air conditioning condenser units and/or generators.
- b. 1 set – Plat of Survey: recent survey done within the year and must show current site conditions.
- c. 1 set – Existing and proposed elevations of all building facades. Must be ¼-inch scale drawings with materials called out, significant dimension notes, basic floor to floor heights, window sizes, roof pitches, etc.
- d. 1 set - Existing and proposed floor plans with dimensions and scale.
- e. 1 set - Proposed roof plan, with slopes and pitches.
- f. 1 set - Color photographs of surrounding properties. **MUST INCLUDE ADDRESSES:** 3 sites to the left, 3 sites to the right, 3 sites across the street, and the SUBJECT PROPERTY, on an 11 x 17 format. (See SAMPLE on Page 6)
- g. 1 set - Elevation study to show how the proposed home will fit in with the existing homes. The houses must be drawn to scale. The existing/proposed spacing between the homes must be accurately shown and dimensioned. (See SAMPLE on Page 7)
- h. 1 set - Material schedule with material, manufacturer, and colors, must be noted on elevations for Design Review and permit plans. (See SAMPLE on Page 8)
- i. 1 set - Samples of all major materials including colors, textures, and finishes being proposed on an 8-1/2" X 11" material board, and a digital photo of the sample board.
- j. 1 set - Completed application form (Page 5), including tax identification number and signature, and \$200 fee, payable to the "Village of Arlington Heights".
- k. 1 set - Zoning worksheets and average front yard setback for the block. (See SAMPLE on Pages 12-14).
- l. Electronic (pdf) files of all submittal documentation (Items A thru K) submitted on a non-returnable USB flash drive ("thumbdrive") or CD-Rom.

*As a courtesy to your neighbors, it is recommended you notify them of your project intent & scope.*

## Step 2: Design Commission Review Submittal: (Required ONLY when notified by Staff)

- a. Posting of sign as required (See SAMPLE on Page 8), photograph and affidavit (Page 9).

**Drawings should be Design Development level, not construction documents.**

**All drawings must be full size (24 x 36), scalable, folded, and collated into sets.**

**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.**

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### **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.*

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## 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: \_\_\_\_\_

New Home  Teardown  Addition

Are you seeking any variances? \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

**Single-Family Home Application and Procedures**

**COLOR PHOTOS OF SURROUNDING PROPERTIES  
ON 11 X 17 PAPER**



Property to Left 3  
Address



Property to Left 2  
Address



Property to Left 1  
Address



Subject Property  
Address



Property to Right 1  
Address



Property to Right 2  
Address



Property to Right 3  
Address

---

**MAIN STREET**

---



Property Across 1  
Address



Property Across 2  
Address



Property Across 3  
Address



**FULL SAMPLE CONTEXT ELEVATION REQUIRED  
ELEVATION MUST BE TO SCALE, i.e. 1/8" = 1'**

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## SAMPLE MATERIAL SCHEDULE

ITEM	MATERIAL	MANUFACTURER	COLOR
Brick	Clay	Beck/Utility Form	Chicago Antique Heritage
Roof	Asphalt Shingles	GAF	Weathered Wood
Siding	Fiber Cement	James Hardie	Khaki Brown
Gutters/Trim/Fascia	Aluminum	ACM	White
Windows	Wood/Aluminum	Marvin	White
Garage Door	Wood	Clopay	White
Stone	Limestone	Indiana Limestone	Buff



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## SAMPLE SIGN (Step 2 ONLY)

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

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

### NOTICE OF PUBLIC MEETING

**MEETING FOR: DESIGN COMMISSION REVIEW FOR  
(ADDITION, TEARDOWN OR NEW HOME)**

**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).

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## **STEP 2 ONLY** **NOTIFICATION AFFIDAVIT**

I, \_\_\_\_\_ hereby certify that the public meeting sign(s) required by Chapter 28, Section 14.2-5.2 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**

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## 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 (1) 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 a Zoning Board of Appeals hearing, the Design Commission's recommendation is forwarded to the ZBA.
- 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.
- 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.



**Village of Arlington Heights  
Department of Planning and Community Development  
Single Family Zoning Worksheet**



**APPLICANT AND SUBJECT PROPERTY INFORMATION**

Contact Name: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Subject Property Address: \_\_\_\_\_  
 PIN #: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Lot Dimensions: \_\_\_\_\_ Lot Area: \_\_\_\_\_

**PRINCIPAL STRUCTURE FLOOR AREA CALCULATIONS**

*Please refer to Section 5 of the Zoning Ordinance for more information*

**Total Allowed** \_\_\_\_\_ **Square Feet**

**Proposed (including Existing)**

First Floor Area: \_\_\_\_\_ Square Feet  
 Second Floor Area: + \_\_\_\_\_ Square Feet  
 Basement Floor Area: + \_\_\_\_\_ Square Feet  
 Attic or Volume Area: + \_\_\_\_\_ Square Feet  
 Garage Area (over 400 SF): + \_\_\_\_\_ Square Feet  
**Total Proposed:** = \_\_\_\_\_ **Square Feet**

**Basement**

*The basement is included in the Floor Area Calculation if 50% or more of the basement height is above the established curb level or finished lot grade level.*

**Volume/Attic Space**

*All volume or attic space that has headroom of 7-feet or more is included towards the Floor Area Calculation.*

**BUILDING LOT COVERAGE CALCULATIONS**

*Please refer to Section 5 of the Zoning Ordinance for more information*

**Total Allowed** \_\_\_\_\_ **Square Feet**

**Proposed (including Existing)**

First Floor Area: \_\_\_\_\_ Square Feet  
 Garage Area: + \_\_\_\_\_ Square Feet  
 Accessory Structures: + \_\_\_\_\_ Square Feet  
**Total Proposed:** = \_\_\_\_\_ **Square Feet**

**BUILDING HEIGHT**

*Please refer to Sections 3 and 5 of the Zoning Ordinance for more information*

Existing Building Height: \_\_\_\_\_ Proposed Building Height: \_\_\_\_\_

*Building Height is measured per guidelines set forth in Section 3.2-28 of the Zoning Regulations.*

**ACCESSORY BUILDING INFORMATION**

Please refer to Section 6 of the Zoning Ordinance for more information

Garage Type: Detached  Attached

If Attached: Total Area: \_\_\_\_\_ Square Feet

If Detached: Total Area: \_\_\_\_\_ Square Feet

Garage Height: \_\_\_\_\_ Feet

Detached Shed Height: \_\_\_\_\_ Feet

Total Shed Area: \_\_\_\_\_ Square Feet

**Garage Impact on Floor Area**

All garage space in excess of 400 square feet is counted towards the Floor Area of the principal structure. However, if the proposed garage is detached, it may qualify for the **Floor Area Bonus for Detached Garages**. Please refer to Section 6.5-7 of the Zoning Ordinance for more information.

**IMPERVIOUS COVERAGE CALCULATIONS**

Please refer to Section 5 of the Zoning Ordinance for more information

Total Allowed: Subject Property: \_\_\_\_\_ Square Feet Front Yard Only: \_\_\_\_\_ Square Feet

Proposed: Subject Property

Proposed: Front Yard Only

First Floor Area: \_\_\_\_\_ Square Feet

Total Proposed: = \_\_\_\_\_ Square Feet

Garage Square Footage: + \_\_\_\_\_ Square Feet

Accessory Structures: + \_\_\_\_\_ Square Feet

Other Impervious Coverage: + \_\_\_\_\_ Square Feet

Total Proposed: = \_\_\_\_\_ Square Feet

**PROPOSED SETBACKS AND BUILDING HEIGHT**

Please refer to Section 5 of the Zoning Ordinance for more information.

Front\*: Required: \_\_\_\_\_ Feet Proposed: \_\_\_\_\_ Feet Direction: N S E W

Side: Required: \_\_\_\_\_ Feet Proposed: \_\_\_\_\_ Feet Direction: N S E W

(Ext.\*) Side: Required: \_\_\_\_\_ Feet Proposed: \_\_\_\_\_ Feet Direction: N S E W

Rear: Required: \_\_\_\_\_ Feet Proposed: \_\_\_\_\_ Feet Direction: N S E W

\* Please refer to the attached form that explains the calculation of the required front yard and exterior side yard setbacks.

**ARCHITECT'S STATEMENT OF ACCURACY**

I, \_\_\_\_\_, hereby certify that the information provided on this form is a correct representation of the proposed modifications to the subject property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)



# CALCULATING FRONT AND EXTERIOR SIDE YARD SETBACKS

(R-E, R-1, R-2, R-3, AND R-4 RESIDENTIAL ZONING DISTRICTS)

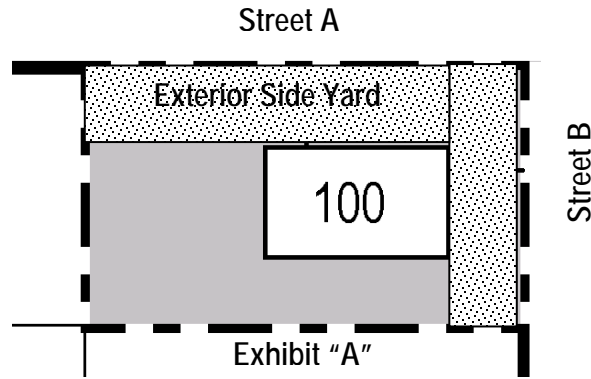


- Fact Sheet -

In the R-E, R-1, R-2, R-3, and R-4 Zoning Districts, the required front yard and required exterior side yard is typically calculated based on the following:

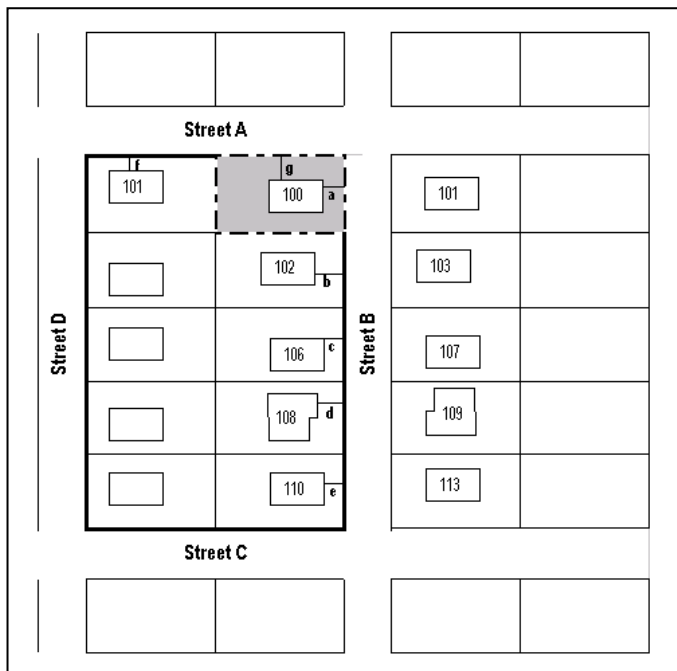
**Front Yard:** In all residential districts where lots comprising 40% or more of the frontage between two intersecting streets are developed with building having front yards of more than 15-feet in depth, *the average of such front yards shall establish the minimum front yards for the entire frontage.*

**Exterior Side Yard:** In all residential districts where lots comprising 40% or more of the frontage between two intersecting streets are developed with building having front yards of more than 10-feet in depth, *the average of such front yards shall establish the minimum front yards for the entire frontage.*



Based on the definitions in the Zoning Ordinance, for corner lots, the larger of the two lot dimensions adjacent to the street shall be considered the exterior side lot line (and thus exterior side yard) and the smaller of the two lot dimensions adjacent to the street shall be considered the front lot line (and thus the front yard). (see Exhibit "A")

Upon building permit submittal, Design Commission submittal or Zoning Board of Appeals submittal, whichever comes first, the average front yard and/or exterior side yard of the properties along the same frontage as the subject property shall be provided. The following is a pictorial example of what shall be required (example for **100 Street B - Subject Property**):



### Front Yard Setback

100 Street B (dimension 'a' - EXISTING):	22 feet
102 Street B (dimension 'b'):	30 feet
106 Street B (dimension 'c'):	22 feet
108 Street B (dimension 'd'):	27 feet
110 Street B (dimension 'e'):	22 feet
<b>Total</b>	<b>123 feet</b>
<i>Divided by Total number of Properties 5</i>	
<b>Average Setback</b>	<b>24.6 feet</b>

### Exterior Side Yard Setback

101 Street D (dimension 'f'):	15 feet
100 Street B (dimension 'g'):	20 feet
<b>Total</b>	<b>35 feet</b>
<i>Divided by Total number of Properties 2</i>	
<b>Average Setback</b>	<b>17.5 feet</b>

*This fact sheet is not intended to be a complete summary of zoning information nor is it intended to replace the Zoning Ordinance. Please refer to the Zoning Ordinance for more information, which can be found on the Village's website at [www.vah.com](http://www.vah.com). Whenever there might be a discrepancy between the information provided on the fact sheet and the information found in the Zoning Ordinance, the information in the Zoning Ordinance shall apply.*

VILLAGE OF ARLINGTON HEIGHTS – 33 S. ARLINGTON HEIGHTS ROAD

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

ARLINGTON HEIGHTS, ILLINOIS 60004

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