

**VILLAGE OF HINSDALE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
19 East Chicago Avenue  
Hinsdale, Illinois 60521-3489  
(630) 789-7030

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

In order to undertake any exterior alterations, additions, or demolition, owners of Designated Landmarks or buildings in Designated Historic Districts must obtain a Certificate of Appropriateness from the Hinsdale Historic Preservation Commission. This certificate must be obtained prior to issuance of a building permit. Conditions placed on Certificates for properties located within a designated Historic District are non-binding, however, properties designated as a Local Landmark must adhere to the conditions of the Certificate of Appropriateness as it is binding.

**INSTRUCTIONS**

*All applicants must complete all sections of this application form. Incomplete applications will not be processed, and a public hearing will not be scheduled, until the application is complete and complies with all applicable requirements of Title XIV of the Village Code of Hinsdale. If a section of this application form is not applicable, please write "Not Applicable" or "N/A" in the appropriate place.*

The Commission meets the second Tuesday of each month. Submit completed packets to the Staff Secretary/Village Planner per attached submittal deadlines. The thirty (30) packets must be collated and plans folded so that they do not exceed 9" x 12" of each of the following items must be submitted:

◆ Completed application with notarized certification.

◆ Photos and drawings shall include architectural details that have previously been recognized by the Commission as worthy of preservation. Photos may be either color or black & white. They should be no larger than 4" x 6" in size and no smaller than 3" x 5". Polaroid's and slides are not acceptable. Photos should be numbered or labeled and accompanied by a descriptive list.

- 1) All existing exterior elevations of the building under review.
- 2) Adjacent structures – include those structures adjacent and across the street from the building under review – include the building's relationship to these structures.

◆ Accurate/current Plat of Survey. All portions must be legible.

◆ Architectural drawings clearly depicting the proposed alterations or work. Drawings should include the accurate drawings of the proposed site plan, floor plans, and all exterior elevations. Indicate all areas of exterior demolition.

Contact staff to determine if the proposed improvements require a public hearing or public review by the Historic Preservation Commission. Notice of Hearing - The applicant is required to notify all property owners within 250 feet of the subject property. This mailer must be completed no less than fifteen and not more than thirty days prior to the public hearing. The notification must be completed by certified mail, return receipt. The Village of Hinsdale will supply the legal notice and tax parcel numbers (not addresses). To obtain property owner information, contact the applicable township assessor's office.

Please do not make copies of this page.

**VILLAGE OF HINSDALE  
HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

The undersigned (the "Applicant") hereby makes application pursuant to Title XIV of the Village Code of Hinsdale, as amended, for a Certificate of Appropriateness for the building, structure or site described below. The Applicant certifies to the Village of Hinsdale that the following facts are true and correct:

**Address of Property under review:** \_\_\_\_\_  
**Property Identification Number:** \_\_\_\_\_

**I. GENERAL INFORMATION**

1. Applicants Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
2. Owner of Record (if different from applicant): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. Others involved in project (include, name, address and telephone number):  
Architect: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Builder: \_\_\_\_\_  
Engineer: \_\_\_\_\_

**II. SITE INFORMATION**

1. Describe the existing conditions of the property: \_\_\_\_\_  
\_\_\_\_\_
2. Property Designation:  
Listed on the National Register of Historic Places?    \_\_\_\_\_ YES    \_\_\_\_\_ NO  
Listed as a Local Designated Landmark?                    \_\_\_\_\_ YES    \_\_\_\_\_ NO  
Located in a Designated Historic District?                \_\_\_\_\_ YES    \_\_\_\_\_ NO

3. Description of work proposed. *(Please submit a description of the proposed alterations and/or additions. Attach additional sheets, and photographs, as necessary).*

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4. Successive Applications. Has all or any part of the property been the subject of another application for a Certificate of Appropriateness under Title XIV of the Village Code of Hinsdale within the last two years?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, state the date of the formal hearing and a statement explaining any relevant evidence supporting, the reasons why the Applicant believes the Village should consider this application at this time, pursuant to Section 14-3-10 of the Village Code. \_\_\_\_\_

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## CERTIFICATION

The Applicant hereby acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief;
- B. The Applicant will provide the Village with all additional information, as required, prior to the consideration of, or action on, this application;
- C. The Applicant shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. If the Applicant fails to provide any of the requested information, or any other requested information by the Boards, Commissions, and/or Staff, then the applicant will not be considered.

### INDIVIDUAL OWNERS

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

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

### CORPORATION

\_\_\_\_\_  
Signature of Applicant's President

\_\_\_\_\_  
Signature of Applicant's Secretary

### PARTNERSHIP

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

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

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

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

### LAND TRUST

\_\_\_\_\_  
Signature

### OTHER

\_\_\_\_\_  
Signature of Authorized Officer

SUBSCRIBED AND SWORN  
to before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

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