

**VILLAGE OF HINSDALE**  
**Department of Public Services**  
**19 East Chicago Avenue**  
**Hinsdale, Illinois 60521-3489**  
**(630) 789-7030**

**APPLICATION FOR PRELIMINARY CERTIFICATE OF APPROPRIATENESS REVIEW**

The purpose of the preliminary application review is to broadly acquaint the Commission with the applicant's proposal and to provide the applicant with any preliminary views or concerns that members of the Commission may have at the time in the process when positions are still flexible and adjustment is still possible and prior to the time when the applicant is required to expend the funds necessary to prepare the complete documentation required for a formal review.

At the meeting, any member of the Commission may make any comments, suggestions or recommendations regarding the preliminary application deemed necessary or appropriate by that member; provided, however, that no recommendation shall be made, and no final or binding action shall be taken, with respect to any preliminary application by the Commission. Any views expressed in the course of the Commission's review of any preliminary application shall be deemed to be only preliminary and advisory and only the individual views of the member expressing them. Nothing said or done in the course of such review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Commission, or any member of it, to approve or deny any formal application following full consideration thereof as required by this Title.

**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. Thirty (30) copies of each of the following items must be submitted. Packets must be collated and plans folded so that they do not exceed 9" x 12":

- ◆ Completed application with notarized certification.
- ◆ Photos and drawings shall include architectural details that have previously been recognized by the Commission as worth 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 buildings relationship to these structures.
- ◆ Accurate/current Plat of Survey. All portions must be legible.
- ◆ Preliminary 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.

Do not make copies of this page.

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

The undersigned (the "Applicant") hereby makes application pursuant to Title XIV of the Village Code of Hinsdale, as amended, for a Preliminary Certificate of Appropriateness Review 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

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**PUBLIC HEARING DEADLINES FOR 2006**

**Meeting**

**February 14, 2006**  
**March 14, 2006**  
**April 11, 2006**  
**May 9, 2006**  
**June 13, 2006**  
**July 11, 2006**  
**August 8, 2006**  
**September 12, 2006**  
**October 10, 2006**  
**November 14, 2006**  
**December 12, 2006**

**Deadline**

**January 20, 2006**  
**February 17, 2006**  
**March 17, 2006**  
**April 14, 2006**  
**May 19, 2006**  
**June 16, 2006**  
**July 14, 2006**  
**August 18, 2006**  
**September 15, 2006**  
**October 20, 2006**  
**November 17, 2006**

**The regularly scheduled Commission meeting is on the second Tuesday of each month at 7:30 p.m. Memorial Hall of the Memorial Building, 19 East Chicago Avenue. It is suggested that prior to completing the needed copies that Village staff review the application for completeness.**