

REFERRAL FORM – HISTORIC PRESERVATION REVIEW

This form must be completed and submitted for any work that requires a historic preservation permit pursuant to §190-97D. Historic preservation permits are required for work on property located in historic districts and sites designated at §190-98B of the Village Code. Permit applications are referred by the Construction Code/Zoning Officer to the Historic Preservation Commission (HPC) for review and recommendation. The HPC then will issue a binding interpretation of the historic preservation regulations in Chapter 190 to the Construction Official/Zoning Officer. In order to expedite their applications, applicants are encouraged to discuss their applications with the HPC prior to submitting their application to the Construction Official/Zoning Officer. **Applicants will need to submit ten (10) collated copies of the application, drawings, photos, and samples.**

A. Historic designation of property (check all that apply)

- Historic district designated by Zoning Ordinance at §190-98B(1)
- Historic site designated by Zoning Ordinance at §190-98B(2)

B. Nature of proposed construction. Check all of the following that are proposed by this application

- Demolition of building, structure or other improvement
- Relocation of building, structure or other improvement
- New building or addition to existing building
- Nonresidential alterations – Proposed work includes alterations to the walls/facades, roofs, windows and/or
- Residential alterations – doors on the exterior of existing buildings
- New awning – Proposed work includes installing new frame, mounting brackets and awning fabric
- Replace awning fabric – Proposed work is only fabric replacement on the existing frame
- Signs – Proposed work includes installation of a sign(s), either new or replacement
- Install façade lighting – Proposed work includes exterior lighting of a building, parking or loading area, walkway, stairway, outdoor café or sign, either new or replacement
- Change paint color – Proposed work includes painting all or part of the exterior of a building with a paint color that is different than what exists
- OTHER (Describe) _____

Location of Project _____ Block/Lot _____ Zone _____

Applicant’s Name _____ Name of Store/Business _____

Phone: _____ E-mail: _____

AUTHORIZATION BY PROPERTY OWNER: I hereby authorize the work to this property as described above.
_____ (Signature of Property Owner)

This application is tentatively SCHEDULED FOR REVIEW ON: _____ in the First (1st) Floor Garden Room at Village Hall, 131 N. Maple Ave. Meeting begins at 7:30 p.m.

does or does not

To be completed by zoning officer: This application _____ conform to the Village’s zoning ordinance.
Comments: _____

Signature of Zoning Officer: _____ Date: _____