



VILLAGE OF SCHAUMBURG

Community Development Department
OLDE SCHAUMBURG CENTRE COMMISSION
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

- ARCHITECTURAL PLAN REVIEW
- VARIATION TO OLDE SCHAUMBURG CENTRE DESIGN GUIDELINES
- DEMOLITION APPROVAL
- SIGN REVIEW
- HISTORIC LANDMARK DESIGNATION

1. INDEX INFORMATION: *(To be completed by Village Staff)*

2. BACKGROUND INFORMATION: *(All correspondence will be sent to the petitioner)*

a. Petitioner: _____

Corporation: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(Number at which petitioner can be reached during business hours)

Fax Number: _____

E-mail Address: _____

Do you prefer materials to be faxed or emailed? *Faxed* *Emailed*

b. Relationship of Petitioner to Property: _____

c. Current Owner of Property: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax Number: _____

E-mail Address: _____

3. SUMMARY OF REQUESTED ACTIONS:

(Justification/description of requested actions. Attach additional pages if necessary.)

4. PROJECT STAFF:

Developer:

_____ Phone: _____

Attorney:

_____ Phone: _____

Engineer:

_____ Phone: _____

Architect:

_____ Phone: _____

Landscape Architect:

_____ Phone: _____

General Contractor for Demolition:

_____ Phone: _____

5. DESCRIPTION OF SITE:

a. Location (address): _____

b. Existing Structures: _____

c. Date of Construction: _____

6. HISTORICAL INFORMATION: *(Applicable for Landmark Designation)*

a. Architectural Style: _____

b. Architect/Builder: _____

c. Original Use: _____

d. Current Use: _____

e. Is this the original location of the structure/improvement? _____

Please note that the plans/requests will not be reviewed until this petition has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department. Incomplete submittals will not be accepted. It is strongly suggested that the petitioner schedule an appointment with the Community Development Department so that materials can be reviewed for accuracy and completeness prior to submittal.

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request.

Petitioner:

(Print or type name)

(Petitioner's Signature)

(Date)

(Attest)

Current Owner of Property:

(Print or type name)

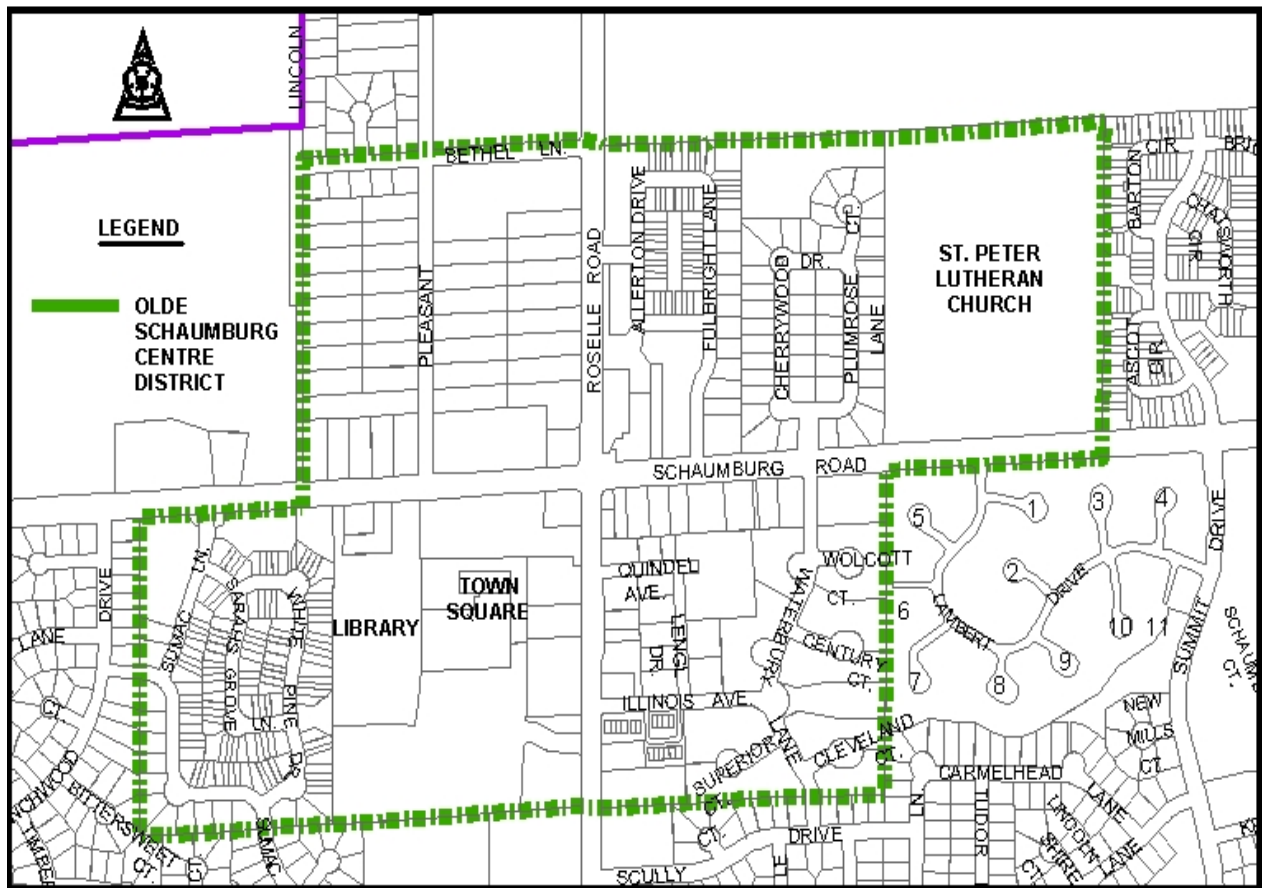
(Owner's Signature)

(Date)

(Attest)



The Olde Schaumburg Centre Commission (OSCC) is responsible for reviewing all architecture for new construction, substantial rehabilitation, demolition or removal of structures, premises and areas, and signs within the boundaries of the Olde Schaumburg Centre and designated Historic Landmarks throughout the Village. The OSCC is also responsible for reviewing all requests for the designation of any structure or site within the Village as a Historic Landmark. The OSCC is a recommending body to the Village Board. Village Board approval must be given prior to building, demolition, or land development permits being issued.



The following instructions are presented to help you in preparing your petition for review. In preparing the petition for review, the petitioner should consult the Village’s Zoning Ordinance, Chapter 31 of the Municipal Code, and the Olde Schaumburg Centre Design Guidelines which all can be found on the Village website (www.villageofschaumburg.com), to ensure conformity with intent and compliance with all regulatory requirements. Questions regarding these documents or any comments contained therein should be directed to the Community Development Department.



**OLDE SCHAUMBURG CENTRE COMMISSION
ARCHITECTURAL PLAN REVIEW INSTRUCTIONS**

The petition for architectural plan review process first requires Staff review of the petition, second, OSCC review, and finally Village Board review and approval: The review steps are detailed below.

1. Pre-application meeting

It is highly recommended that the petitioner schedule a meeting with the Community Development Department and other appropriate Village staff to discuss the feasibility of the proposal and to become familiar with Village requirements and procedures.

2. Submittal of petition

See attached checklist for submittal requirements.

3. Staff review

Upon receipt of the complete petition as required herein, the proposal will be scheduled for review by the Project Review Group (PRG), an interdepartmental reviewing body coordinated by the Community Development Department and consisting of input from all applicable Village departments. Petitioners will be invited to meet with the Project Review Group. Following this meeting, written comments will be sent to the petitioner. Once final revisions have been made and the appropriate number of plans submitted, a public meeting before the OSCC will be scheduled.

You will be required to make notice of the public hearing by first class mail to all property owners within 150 feet of the property at least seven days prior to the scheduled hearing date. The OSCC secretary will provide you with the notification letter. A staff report and recommendation will be prepared prior to the hearing and forwarded to the OSCC and the petitioner.

4. Olde Schaumburg Centre Commission action

At a scheduled public hearing, the OSCC will conduct a public review of the petition. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard. Upon the conclusion of its review, the OSCC will submit a recommendation to the Village Board to approve, deny (wholly or in part), or modify the petition. The OSCC may recommend such special conditions in the approval of the petition as it deems necessary to insure conformity with the intent of all established Village policies and ordinances. If the OSCC recommends approval, an ordinance will be prepared by the Community Development Department authorizing the architectural plan and including any special conditions as deemed necessary. The enabling ordinance and a *Certificate of Content and Form* will be forwarded to the owner of the property for review and execution, signifying acceptance of the terms and conditions. The OSCC recommendation and ordinance will then be forwarded to the Village Board for consideration.

5. Village Board action

All petitions for architectural plan review must be reviewed by the Village Board. Upon receipt of the recommendation from the OSCC, the Village Board will then approve, deny (wholly or in part), or modify the petition as it determines appropriate. The Village Board may require such special conditions in the approval of the petition as it may deem necessary to insure conformity with the intent of all established Village policies and ordinances.

6. Permits

You may now apply to the Building Division and/or Engineering Division for the necessary permits. Please note, these departments will *not* accept any plans for review until Village Board has been completed.

Please note: *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the*

Village Board. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

SUBMISSION REQUIREMENTS – ARCHITECTURAL PLAN REVIEW PETITION

1. Original, fully executed *Petition for Architectural Plan Review*
2. Applicable Zoning Fee (see chart below)
3. Location Map
4. Required Plans (see chart below)
 - a. Building Elevations
 - b. Floor Plans and Site Plan (if deemed necessary)

<ul style="list-style-type: none"> • Olde Schaumburg Centre Architectural Review 	<ul style="list-style-type: none"> • 2 scaled plans – no larger than 24” x 36” • 13 reduced plans – no smaller than 11” x 17” • 13 reduced color elevations – no smaller than 8 1/2 “ x 11” • CD with all plans and associated documents saved as a <u><i>single pdf file</i></u> • One copy of the letter responding to comments from PRG letter
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Project Type	Fee
Olde Schaumburg Centre Architectural Review (Major Project)	\$1,600.00
Olde Schaumburg Centre Architectural Review (Minor Project)	\$895.00
Olde Schaumburg Center Architectural Review (Misc. Project)	\$465.00

5. Building Material Sample Board
6. Three copies of a Plat of Survey, including legible legal description
7. One copy of a document indicating proof of ownership, intent to buy, or executed lease
8. Other information or data as may be determined necessary by the Community Development Department to complete the evaluation of the petition

In addition to the aforementioned basic information, each required item must include the following information:

1. Location Map
 - a. Indicate the specific location of the site as it relates to the Village.
2. Building elevations.
 - a. Must include scaled dimensions, proposed exterior building construction material types and colors.
 - b. Indicate all architectural features of the exterior of the building including wall treatment and fenestration.
 - c. Illustrate all proposed rooftop mechanical equipment and the relationship to required screening.
 - d. Design details and elevations of all proposed rooftop mechanical equipment screening devices.
3. Floor Plan, if deemed necessary by the Community Development Department.
 - a. The location and dimensions of all existing and proposed interior and exterior building walls.
4. Development plan, if deemed necessary by the Community Development Department.
 - a. Boundary lines, dimensions and area (square footage and acres) of the site.
 - b. The location and dimensions of all existing and proposed structures, parking lots and drives, roadways and rights-of way, sidewalks, refuse enclosure, compactor and enclosure, bicycle paths, bicycle parking areas, ground signs, refuse disposal areas, fences, light standards, free standing transformers and electrical equipment, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
 - c. Design details, including color, material and dimensions, and elevations of all proposed ground signs, refuse disposal areas, bicycle parking areas, fences, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
5. Plat of Survey
 - a. The name, signature, and seal of the Registered Land Surveyor who prepared the plat.
 - b. The legal description of the site.

- c. Boundary lines, dimensions, lot number and area of the site.
 - d. The location and dimensions of all existing structures, parking lots and drives, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, freestanding transformers and electrical equipment, outdoor recreational facilities, light poles and other freestanding structural features as determined appropriate by the Community Development Department.
 - e. The location and dimensions of all existing easements, including a statement of their general purpose.
6. Proof of Ownership
- a. Indication of proof of ownership or intent to purchase or lease the site or building.
 - b. The name and signature of the owner, purchaser or lessee of the site or building, including the date of execution.

<input type="checkbox"/>	OLDE SCHAUMBURG CENTRE COMMISSION DEMOLITION PETITION INSTRUCTIONS
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The petition for demolition review process first requires Staff review of the petition, second, OSCC review, and finally Village Board review and approval: The review steps are detailed below.

1. Pre-application meeting

It is highly recommended that the petitioner schedule a meeting with the Community Development Department and other appropriate Village staff to discuss the feasibility of the proposal and to become familiar with Village requirements and procedures.

2. Submittal of petition

Along with the application for demolition removal, the petitioner shall provide:

- a. A copy of a Plat of Survey.
- b. A report on the state of repair and structural stability of the structure under consideration.
- c. Information and graphics on the extent and process of demolition or removal, including information on any proposed changes in landscaping.
- d. An assessment of any alterations in the essential character of the area which would occur as a result of demolition or removal action.
- e. CD with plans and associated documents saved as a single pdf file (if necessary)

3. Staff review

Upon receipt of the complete petition, the proposal will be reviewed by staff. The applicant will be required to provide access to the interior of the structure under consideration to the Director of Community Development at least two weeks prior to the scheduled hearing for the purpose of verifying the state of repair and structural stability of the structure. Once staff’s review is completed, a public meeting will be scheduled before the OSCC. You will be required to make notice of the public hearing by first class mail to all property owners within 150 feet of the property at least seven days prior to the scheduled hearing date (the OSCC secretary will provide you with the notification letter). A staff report and recommendation will be prepared prior to the hearing and forwarded to the OSCC and the petitioner.

4. Olde Schaumburg Centre Commission action

At a scheduled public hearing, the OSCC will conduct a public review of the petition. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard. Upon the conclusion of its review, the OSCC will submit a recommendation to the Village Board to approve, deny (wholly or in part), or modify the petition. If the OSCC recommends approval, an ordinance will be prepared by the Community Development Department authorizing the demolition or removal action and including any special conditions as deemed necessary. The enabling ordinance and a *Certificate of Content and Form* will be forwarded to the owner of the property for review and execution, signifying acceptance of the terms and conditions. The OSCC recommendation and ordinance will then be forwarded to the Village Board for consideration.

5. Village Board action

All petitions for demolition or removal must be reviewed by the Village Board. Upon receipt of the recommendation from the OSCC, the Village Board will then approve, deny (wholly or in part), or modify the petition as it determines appropriate. The Village Board may require such special conditions in the approval of the petition as it may deem necessary to insure conformity with the intent of all established Village policies and ordinances.

6. Permits

You may now apply to the Building Department and/or Engineering Department for the necessary permits. Please note, these departments will *not* accept any plans for review until Village Board has been completed.

Please note: *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.*

<input type="checkbox"/>	OLDE SCHAUMBURG CENTRE COMMISSION SIGN REVIEW INSTRUCTIONS
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The petitioner shall provide:

1. Original Sign Permit Application.
2. 15 color copies of proposed sign drawings indicating the location of signage wall or ground signage location); type of sign; number of items of information; lettering style, Pantone color code for each color proposed; accurate dimensions and measurements of sign; sign materials; and type of illumination if a permanent sign.
3. CD with signage drawings saved as a ***single pdf file*** (if necessary)
4. One copy of a plat of survey with legible legal description.
5. If a ground sign, 15 copies of a site plan showing the location of the sign.
6. If sign is illuminated, an electrical application must also be submitted.
7. If located in a multi-tenant building or a shopping center, a letter from the owner indicating approval of the design as submitted.
8. Any additional information as required by the Director of Community Development or his/her authorized designee.

Please note

Your application will require review by the Olde Schaumburg Centre Commission or their Subcommittee. Their recommendation will be forwarded to the Village Board for ultimate approval/disapproval. Your attendance will be required at these meetings.

The Olde Schaumburg Centre Commission meets the third Thursday of every month at 7:00 p.m. in Conference Room "C" of the Municipal Center. The Subcommittee meets as required. The Village Board meets the second and fourth Tuesday of every month at 8:00 p.m. in Parker Hall of the Municipal Center.

Once the Village Board grants approval of your sign request and adopts an ordinance, the sign permit application will be submitted to the Building Division for processing



**OLDE SCHAUMBURG CENTRE COMMISSION
HISTORIC LANDMARK DESIGNATION INSTRUCTIONS**

The Historic Landmark Designation process first requires Staff review of the request and preparation of a recommendation; second is a public hearing before the OSCC; and finally, consideration of the designation by the Village Board. The review steps are further detailed below.

1. Preapplication Meeting

It is highly recommended that the applicant schedule a meeting with the Community Development Department to discuss the designation proposal and become familiar with the Village requirements and procedures.

2. Submittal of Petition

Along with the application for Historic Landmark Designation, the petitioner shall provide:

- a. One (1) copy of a Plat of Survey
- b. One (1) copy of supporting narrative (see narrative requirements below)
- c. If available, any historical documentation (photos, deed transfers, etc.)

3. Staff Review

Upon receipt of the application for designation, the proposal will be reviewed by the Community Development Department to determine whether the request is appropriate given the Village's goals for historic preservation. A public hearing before the OSCC will be scheduled. The Community Development Department will make notification to the surrounding property owners within 150 feet of the property. A written recommendation will be forwarded to the OSCC and the petitioner prior to the public hearing.

4. Olde Schaumburg Centre Commission Review

Your application for historic landmark designation will be reviewed at a public hearing before the OSCC. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard.

If the OSCC recommends approval, an ordinance will be prepared by the Community Development Department authorizing the historic landmark designation. The enabling ordinance and a *Certificate of Content and Form* will be forwarded to the owner of the property for review and execution, signifying acceptance of the terms and conditions. The OSCC recommendation and ordinance will then be forwarded to the Village Board for consideration.

5. Village Board Review

The final designation of a Historic Landmark is made by the Village Board.

6. Recording of Ordinance

Following Village Board approval, the ordinance designating your property as a Historic Landmark will be recorded with the Cook County Recorder's Office. A recorded copy of this ordinance will be sent to you when available.

Please note: *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.*

SUPPORTIVE NARRATIVE – HISTORIC LANDMARK DESIGNATION PETITION

Please provide a written narrative explaining why this property should be designated as a Historic Landmark. The narrative should address the following criteria of the property, when applicable:

1. Its character, interest or value as part of the development, heritage or cultural characteristics of the Village, Cook and/or DuPage Counties, the State or the United States;

2. Its location as a site of a significant historical event;
3. Its identification with a person or persons who significantly contributed to the culture or development of the Village, Cook and/or DuPage Counties, the State, or the United States;
4. Its exemplification of the cultural, economic, social or historic heritage of the Village, Cook and/or DuPage Counties, the State, or the United States;
5. Its portrayal of the environment of a group in an era of history characterized by the distinctive architectural style;
6. Its embodiment of distinguishing characteristics of an architectural type;
7. Its identification as the work of an architect or master builders whose individual work has influenced the development of the Village, Cook and/or DuPage Counties, the State or the United States;
8. Its embodiment of elements of architectural design, detail, materials, or craftsmanship which represent a significant architectural innovation;
9. Its relationship to other distinctive areas which are eligible for preservation according to a plan based on a historic, cultural or architectural motif;
10. Its unique location or singular physical characteristic representing an established or familiar visual feature of a neighborhood, community or the Village, or Cook and/or DuPage Counties;
11. Its archaeological significance to the community, Village, State, and the United States;
12. Its vernacular culture (utilitarian purpose without consideration of aesthetic value); or
13. Its economic and functional potential.

In addition, please include a general description of the structure, detailing windows and door styles and their locations, roof style and finish, exterior materials, and other significant architectural features. Please provide any historical documentation (photos, deed transfers, etc.) pertaining to the structure.