



## CITY OF NAPERVILLE

### Transportation, Engineering & Development (TED) Business Group

#### "FAST TRACK" CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION REQUIREMENTS

The Transportation, Engineering and Development (TED) Business Group has developed a fast track review process for qualifying improvements to Landmarks or Historic District structures. This process has been designed to expedite your application. To achieve this goal, please follow the process steps outlined in this application packet.

To find out if your project qualifies for the Fast Track approval, please refer to the attached informational sheet (Exhibit A).

#### Step 1: Prepare Application Materials

Prepare necessary application materials based on the requirements specified in the application packet.

#### Step 2: Submit Your Application

Please call 630-548-2950 to talk to city staff regarding how to submit your application. Depending on the type and scope of the proposed improvement, you may be able to submit your application via email or be required to attend a fast track meeting. A fast track meeting, if required, can be scheduled within five (5) business days from the date of your phone call.

#### Step 3: Receive Fast Track Approval

**Option a:** If your application is submitted electronically via email, city staff will review your application within five (5) business days from the date of the receipt of the application. If the project qualifies for fast track approval and all necessary information has been provided, you will receive an electronic copy of the approved COA via email by the end of the five (5) business days.

**Option b:** If a fast track meeting is required, please bring completed application materials to the scheduled meeting. You will meet with representatives from the City's Planning, Building and Inspection teams who will review your application to determine whether your project qualifies for Fast Track approval and verify that all necessary information has been provided. For qualified improvements, you will receive the approved COA at the end of the Fast Track Meeting.

#### Step 4: Complete Your Improvement

**Please note that your improvement may still require a separate building permit prior to any work commencing.** Refer to the Building signature block on Page 5 to find out whether you should apply for a building permit as the next step.

For improvements that do not require a building permit, a COA inspection needs to be scheduled at the time of the fast track approval. You may visit the Inspection Dispatch on the 2nd floor of the Municipal Center (400 S. Eagle Street) or call 630-420-6100 (press "1") to schedule or reschedule an inspection. Inspections for other improvements shall follow the building permit process.



**CITY OF NAPERVILLE**  
**Transportation, Engineering, & Development (TED) Business Group**

**FAST TRACK CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

This application form is used for administrative approval of COA applications.

**PLEASE TYPE OR PRINT CLEARLY.**

**\*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED\*\*\*\***

**REQUIRED INFORMATION**

1. OWNER/APPLICANT (REQUIRED INFORMATION)

Property Address:	
Applicant Name(s):	
Address/Zip:	
Telephone – Day/Evening:	
Fax:	
Email:	
Property Owner Name(s):	
Address/Zip:	
Telephone – Day/Evening	

2. PICTURES OF EXISTING STRUCTURE OR PORTION OF STRUCTURE TO BE MODIFIED

Provide color photos or a building elevation diagram to show the existing structure or portion of structure that would be affected by the proposed work. Pictures should be clearly labeled.

3. PROPOSED WORK (Check all that apply)

The following work is eligible for the Fast Track Process. Please note that approval is not needed if the work below is proposed for any façade other than the primary façade. For reference, the primary façade includes the front façade and corner side façade on corner lots. For additional information on the COA requirements, please refer to Exhibit A which identifies which types of improvements do not require a COA and which require review of the Historic Preservation Commission.

	Type	Eligible for Fast Track Approval
<input type="checkbox"/>	Doors	In-kind replacement with use of wood or original material (Door opening and style must match original)
<input type="checkbox"/>	Windows	In-kind replacement with use of wood or aluminum clad wood (Window opening and pane divisions must match original)
<input type="checkbox"/>	Roofs*	In-kind replacement with use of asphalt or reversion to original material
<input type="checkbox"/>	Exterior Building Materials	In-kind replacement of 50% or more of the primary façade(s) with use of original material or fiber cement board in place of wood. The siding reveal must match the original
<input type="checkbox"/>	Porches*	In-kind replacement in whole or replacement of porch columns with use of wood, plaster or cement; porch flooring with use of wood or composite decking materials; or other porch components with use of wood or original material
<input type="checkbox"/>	Shutters and Awnings	In-kind replacement with use of original material
<input type="checkbox"/>	Reconstruction of Principle Structures*	The primary facade(s) of any exact duplication of the original structure with use of approved materials

\* A building permit may also be required for these improvements. Please contact the Development Services Department at 630-420-6100 (press "2") to confirm.

4. DESCRIPTION OF PROPOSED WORK (attach separate sheets as needed)

A. If proposed, describe the scope of the demolition in detail, including a list of original features to be removed or replaced from the primary façade of the building.

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B. Describe the proposed work in full detail, including materials, style and specifications of key items (e.g., windows and doors; trim; siding and reveal; soffit; fascia; porch rails, balustrades, pillars, decking, and ceiling; roofing; exposed foundation; etc).

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C. Attach drawings and specifications to include

- Address of property
- Date of most recent revision
- Clear identification of proposed modifications including the location of the proposed building materials and styles.
- A key that specifies the location and details of proposed building materials and styles.

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Please note: If the COA is approved, any changes to the approved COA will require additional review by city staff or the Historic Preservation Commission. An approved COA is valid for three (3) years from the date of the issuance of the COA.

**Required Signature:** The undersigned certifies that the statements set forth in this application including all drawings and specifications submitted herewith are true and correct, and further agrees that the proposed improvements described in this application will be constructed in all respects in accordance with the approved COA as specified in the application, drawings and specifications submitted herewith.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if different): \_\_\_\_\_ Date: \_\_\_\_\_

COA # \_\_\_\_\_

**FOR OFFICE USE ONLY**

Proceed with issuance of a COA: <input type="checkbox"/> Yes <input type="checkbox"/> No Require HPC review: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments :
Planning Signature _____ Date _____	
Proceed with issuance of a COA: <input type="checkbox"/> Yes <input type="checkbox"/> No Require a building permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Building Signature _____ Date _____	
Proceed with issuance of a COA: <input type="checkbox"/> Yes <input type="checkbox"/> No Need COA Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:  Inspection scheduled for:
Inspector Signature _____ Date _____	

The work described in this application was duly considered through an administrative process. Approval is given to issue a Certificate of Appropriateness for the proposed work. The certificate is valid for 18 months from the date of the approval of the certificate unless an application for a building permit has been submitted and the applicant has made a continuous effort in obtaining approval of the building permit or, if no building permit is required, the applicant has initiated work approved through the certificate of appropriateness. Any changes to the approved Certificate of Appropriateness will require additional review by city staff.

Accordingly, I hereby issue the Certificate of Appropriateness for the above work.

\_\_\_\_\_  
 Ying Liu, AICP, Community Planner, TED  
 for Karyn Robles, Transportation and Planning Team Leader, TED

\_\_\_\_\_  
 Date

## A SUMMARY OF COA REQUIREMENTS

NO COA or REVIEW REQUIRED	COA or REVIEW REQUIRED			
	IMPROVEMENT TYPE	ADMINISTRATIVE COA	HPC COA	
<ul style="list-style-type: none"> <li>o Secondary (interior side) or rear façades not visible from the street.</li> <li>o In-kind replacement of less than 50% of building materials on the primary façade(s) with use of original materials or fiber cement board in place of wood.</li> <li>o Detached garages.</li> <li>o Any accessory building or structure in the rear yard (e.g. shed, deck, patio, and trellis).</li> <li>o New or relocated driveway access from the alley or the corner side street; relocation of the existing driveway access from the front street.</li> <li>o Wood or iron open fences; fences of any type in the interior side yard or rear yard.</li> <li>o Air conditioning units, gutters, downspouts, antennas, satellite dishes, and mail boxes.</li> <li>o Painting.</li> <li>o Landscaping.</li> <li>o Signs and graphics.</li> <li>o Storm windows and doors.</li> </ul>	Primary façade(s) only (front or corner side facade visible from the street)	Doors	In-kind replacement with use of wood or original material.	New opening, a change in style or opening, or use of material that is not wood or original material.
		Windows	In-kind replacement with use of wood or aluminum clad wood.	New opening, a change in style or opening or use of material other than wood or aluminum clad wood.
		Roofs	In-kind replacement with use of asphalt or original material.	Any change in height or pitch; or use of materials that are not asphalt or original material.
		Exterior Building Materials	In-kind replacement of 50% or more of the primary façade(s) with use of original material or fiber cement board in place of wood.	Any change in reveal or profile; or use of materials that are not specified under Administrative COA.
		Porches	In-kind replacement in whole or replacement of porch columns with use of wood, plaster or cement materials; porch flooring with use of wood or composite decking materials; or other porch components with use of wood or original material.	New enclosure, a change in size or style, or use of material that is not listed under Administrative COA.
		Shutters & Awnings	In-kind replacement with use of original material.	New shutters or awnings, a change in size or style, or use of material that is not original to the structure.
		Other Features	N/A	A change in size or style; or use of material that is not original.
		Principal Structures	An exact duplication of the original structure with use of materials listed under this column (Administrative COA).	New principal structures; reconstruction of a principal structure that will not match the original Improvement or result in use of material not listed under Administrative COA.
		Additions	N/A	The primary façade(s).
		Demolition	N/A	Demolition of a principal structure in whole; removal without replacement of original architectural features.
		Driveways	N/A	New driveway access from the front street.
		Fences:	N/A	Open fences comprised of material other than wood or iron or solid fences in the front or corner side yards.
		Garages	N/A	New attached garages.
Appurtenances	N/A	Solar panels and skylights on principal structures.		