



## 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 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 see the "Proposed Work" section in the attached application packet.

#### **Step 1: Prepare Application Materials**

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

#### **Step 2: Schedule Your Fast Track Meeting**

Please call at least 24 hours ahead at 630-548-2974 to schedule your fast track meeting.

#### **Step 3: Attend a Fast Track Meeting**

**Where:** Development Services Front Counter, 1<sup>st</sup> Floor of the Municipal Center, 400 S. Eagle Street

**When:** Every Wednesday from 10:30 a.m. – 11:30 a.m.

**Who Will Attend:** City Staff, Property Owners, and Architects/Contractors (if applicable)

**What to Bring:** Completed application materials

#### **Step 4: Discuss Your Project with City Staff**

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. If your project does not qualify for Fast Track, staff will work with you to determine how you may receive a COA for your project.

#### **Step 5: Receive Fast Track Approval**

For certain improvements, you may receive your approved COA at the end of the Fast Track Meeting. **Please note that your improvements may still require a separate building permit prior to any work commencing.**



## CITY OF NAPERVILLE

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

#### FAST TRACK COA APPLICATION

This application form is used for administrative approval of COA applications. Eligible projects require complete plans identifying the existing improvement and proposed work.

**PLEASE TYPE OR PRINT CLEARLY.**

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

#### REQUIRED INFORMATION

##### 1. OWNER/APPLICANT

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.

	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. <i>A building permit will also be required for this work.</i>
<input type="checkbox"/>	Siding	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"/>	Other Original Architectural Features*	In-kind replacement with use of original material.
<input type="checkbox"/>	Driveways*	Relocated street access that is within five feet (5') of the existing street access. (New street driveway access is not eligible for Fast Track)

\* A building permit may also be required for these improvements. Please contact the Development Services Department at 630-420-6070 to confirm.

Pages 6 and 7 identify which types of improvements do not require a COA and which require review of the Historic Preservation Commission. If you are unsure if a COA would be required for your proposed work, please contact Community Planner Ying Liu at (630) 548-2950.

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.

**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: \_\_\_\_\_

**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	Comments:
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 Suzanne Thorsen, Planning Operations Manager, TED

\_\_\_\_\_  
 Date

# Naperville Historic District Information

## Improving Your Historic Home

Representatives from the East Central Homeowner's Organization, Naperville Heritage Society, North Central College and the City of Naperville have prepared a unified recommendation that supports maintaining the historic district and strengthening the city's historic preservation ordinance. On May 19, 2009 the Naperville City Council approved the unified recommendation. The unified recommendation report is available online at <http://www.naperville.il.us/preservation.aspx>. Following is information on recent changes to the Certificate of Appropriateness (COA) procedural guidelines for Historic District & Landmark properties.

### Making improvements to your historic home is now easier than ever!

The approved recommendations allow the list of improvements, located to the right, without review or a COA. Except as otherwise noted (on the reverse side) no COA is required for detached accessory structures (i.e. garage, sheds, patios, and decks), minor equipment (i.e. satellite dishes, window A/C), rear porches, and other routine maintenance and repairs. A COA is not required for demolition on the interior side (not facing the street) if like or similar materials are being used and the work doesn't protrude from the existing wall plane. Please note that your improvements may require a building permit. Contact the Development Services department at 630-420-6070 to confirm whether a fast track approval, COA or other city permit is required for your home improvement.

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- gutters
  - painting
  - storm doors
  - landscaping
  - signs & graphics
  - detached garages
  - routine maintenance & repair
  - wood or iron open picket fencing
  - new structure or addition not visible from street
  - window A/C units and similar equipment
  - driveways  
(retaining alley or existing street access)
  - rear yard improvements  
(e.g. decks, patios, trellises)
  - siding  
(ordinary maintenance/ repair of less than 50% of the street facing façade)



### For More Information:

Contact Community Planner  
Ying Liu at (630) 548-2950 or  
[LiuY@naperville.il.us](mailto:LiuY@naperville.il.us)



# Naperville Historic District Information

## Improving Your Historic Home

The following identifies what type of home improvement would trigger fast track approval or when a COA would be required from the Commission.

**Fast Track Approval** This requires review and approval by city planning staff, and does not require presentation to the commission. The city will be holding weekly office hours (Wednesdays from 10:30 to 11:30AM) where residents can come in to talk about their projects and receive approval if their project qualifies.

**COA Required** This requires review and approval by the Commission before work can proceed.

### When Do I Need a COA?:

Improvement Type	You are eligible for Fast Track Approval	You need a COA from the Commission
Doors	For in-kind replacement with use of wood or original materials	If there is a change in style, opening, or not replaced with wood or original materials
Windows	For in-kind replacement with use of wood or aluminum clad wood	If there is a change in style, opening, or not replaced with wood or aluminum clad wood
Driveways	If relocating existing street access no more than 5' from the original access.	If it is new or providing a relocated street access more than 5' from the original access
Roofs	In-kind replacement with use of asphalt or reversion to original material	If there is a change in height, pitch, or replacing with material that is not asphalt or original to the building
Siding	If replacing more than 50% of the primary facade and street side of corner lot); reverting to the original materials; or changing from wood to fiber cement board (i.e. hardi plank)	If there is a change in the reveal, profile, or use of materials not listed under the fast track approval
Porches	In-kind replacement in whole or replacement of porch columns (with wood, plaster, or cement), porch flooring (with wood or trex-like materials), or other porch components (with original or wood materials)	If there is a change in size, style, new enclosure or use of materials than those listed under the fast track approval
Shutters and Awnings	In-kind replacement	If there is a change in size, style or new addition
Additions	Not Applicable	If visible from the street
Fencing	Not Applicable	If along the street if constructed with anything other than wood or iron open picket.
New Principal Structure	Not Applicable	If it is a new principal structure
Attached Garage	Not Applicable	If it is an attached garage
Demolition	Not Applicable	If the demolition occurs on any of the above listed items on the primary facade (front and street side for a corner lot), principal structure, removing an original feature visible on the primary facade.

### Which Facade is my Primary?

The primary façade is a building façade (including its setbacks and projection bays) that is adjacent to a public right of way excluding alleys. Primary façades include the façades facing the front and corner side lot lines on corner lots (Please refer to the diagram to the right).

