



## CITY OF NAPERVILLE

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

#### **HISTORIC PRESERVATION COMMISSION** **CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKET**

An application for a Certificate of Appropriateness (COA) is either subject to an administrative review through the Fast Track Approval process or the review of the Historic Preservation Commission at a public meeting. To find out about if your project is subject to administrative or commission review, please refer to the attached informational sheet ([Exhibit A](#)).

The Historic Preservation Commission is a nine-member board who meets bi-monthly to review COA applications that are subject to commission review. To facilitate the review process, COA applicants shall follow the following steps outlined in this application packet.

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

Fill out the application form and prepare necessary application materials based on the requirements specified in the application packet.

#### **Step 2: Submit Application Materials**

The applicant shall supply the city with **one original and one copy of all application materials** at least **21 calendar days** (3 weeks) prior to the scheduled commission meeting. A 21-day advance submission is necessary to provide sufficient review time for Planning, Building and Inspection staff, commissioners, and residents. Please refer to the Historic Preservation website at [www.naperville.il.us/preservation.aspx](http://www.naperville.il.us/preservation.aspx) for upcoming meeting dates and submission deadlines.

Please contact Community Planner Gabrielle Mattingly at 630-305-5316 to schedule a meeting to submit your application. Once staff determines the application is complete, the case will be placed on the next available Historic Preservation Commission meeting agenda and the applicant will be notified the meeting date and time. There is no fee for the filing of the application.

#### **Step 3: Send out Public Notification**

Before the scheduled Historic Preservation Commission meeting, the applicant shall give written notice of the meeting to the current owners of all lots lying within two hundred fifty feet (250') of the subject property, exclusive of public right-of-way. The written notice shall be delivered personally or may be sent by first class mail no later than ten (10) days in advance of the public meeting. A sample notification letter is included in [Exhibit B](#).

The applicant shall also post notice of the public meeting on a sign visible from the street (excluding alleys) upon the subject property, for a continuous period of not more than twenty-one (21) days and not less than ten (10) days in advance of the public meeting. The applicant can check out a standard notification sign from the city for use on the subject property with a \$100 deposit. The deposit will be refunded after the sign is returned to the city. If the applicant wishes to check out a notification sign, please complete the "Holding Deposit Acknowledgement" contained in [Exhibit C](#) and request the sign from staff at the meeting to submit the application.

Prior to the public meeting, the applicant shall file a sworn (notarized) affidavit, including a copy of the notification letter, with the city showing the names and addresses of the persons to whom the written notices have been sent or delivered, and that such notices were sent or delivered no less than ten (10) days in advance of the public meeting. A sample affidavit is included in [Exhibit D](#).

#### **Step 4: Receive Staff Comments**

City staff will review the application materials and provide the applicant review comments if any. The applicant is encouraged to work with staff to address issues identified in the review comments prior to the scheduled Historic Preservation Commission meeting. Any outstanding issues will be forwarded to the commission for discussion and review at the public meeting.

#### **Step 5: Attend the Historic Preservation Commission Meeting**

The applicant is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The commission will also hear public comments prior to making a decision on the project. The commission may approve or deny the COA application at the end of the meeting. If approved, a signed copy of the COA will be issued and mailed to you following the meeting.

#### **Step 6: Complete Your Improvement**

**Please note that the project may still require a separate building permit prior to any work commencing.** Refer to the approved COA 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 COA 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.

**For further information about COA's please contact:  
Gabrielle Mattingly, Community Planner  
630.305.5316  
[mattinglyg@naperville.il.us](mailto:mattinglyg@naperville.il.us)**



## CITY OF NAPERVILLE

TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP

**HISTORIC PRESERVATION COMMISSION**  
**CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKET**

This application form is used for the Historic Preservation Commission's review of COA applications.

**PLEASE TYPE OR PRINT CLEARLY. \*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED\*\*\*\***

1. OWNER/APPLICANT (REQUIRED INFORMATION)

Property Address:	
Applicant Name(s):	
Address/Zip:	
Telephone – Day/Evening:	
Fax (optional):	
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 (clearly labeled) or a building elevation diagram to show the existing structure or portion of structure that would be affected by the proposed work.

3. PROPOSED WORK (Check all that apply)

A COA from the Historic Preservation Commission is required for the following works performed on the primary façade (street-facing façade) of the principal building, fences, driveways or attached garages. Please refer to Exhibit A for a list of improvements that are waived from the COA requirement or are eligible for fast track (staff level) approval.

	<b>Improvement Type*</b>	<b>You need a COA from the Commission</b>
<input type="checkbox"/>	Doors	New opening, a change in style or opening, or use of material that is not wood or original material
<input type="checkbox"/>	Windows	New opening, a change in style or opening, or use of material other than wood or aluminum clad wood
<input type="checkbox"/>	Roofs	A change in height or pitch; or use of material other than asphalt or original material.
<input type="checkbox"/>	Exterior Building Materials	A change in reveal or profile; or use of material other than wood, fiber cement board or original material.
<input type="checkbox"/>	Porches	New enclosure, a change in size or style, or use of material that is not one of the following: <ol style="list-style-type: none"> <li>1. Replacement of porch columns with use of wood, plaster or cement materials;</li> <li>2. Replacement of porch flooring with use of wood or composite decking materials; or</li> <li>3. Replacement of other porch components with use of wood or original material.</li> </ol>
<input type="checkbox"/>	Shutters and Awnings	A change in size, style or new addition
<input type="checkbox"/>	New Principal Structure	The primary façade of the new structure
<input type="checkbox"/>	Additions	The primary façade of the addition
<input type="checkbox"/>	Modifications to the Primary Façade	Any modifications that will change the appearance of the original Improvement.
<input type="checkbox"/>	Demolition	Demolition of a principal structure in whole; removal without replacement of original architectural features contributing to the style of the principal building or structure
<input type="checkbox"/>	Driveways	New or relocated street access that is more than five feet (5') from the existing street access.
<input type="checkbox"/>	Fences	Along the street: fences constructed of materials other than wood or iron open picket
<input type="checkbox"/>	Attached Garage	New attached garages
<input type="checkbox"/>	Solar Panels and Skylights	Solar Panels and Skylights on Principal Structures

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

4. DESCRIPTION OF PROPOSED WORK (attach a separate sheet 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 trim; siding and reveal, soffit, fascia, and gutters; porch rails, balustrades, pillars, decking, and ceiling; roofing; exposed foundation; fencing; etc).

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C. Describe how the proposed work will affect any external architectural features of the structure.

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D. Attach drawings and specifications (not to exceed 11"X17" in size) to include:

- Address of property
- Date of most recent revision
- Site Plan to include:
  - i. Measurements of the lot
  - ii. Existing buildings
  - iii. Proposed modifications or additions with the distance from front, back, and side lot lines labeled.
- Demolition Plan to clearly identify any portion of the structure to be demolished, even if it will be replaced with a similar structure or building addition.
- Building Elevations of proposed modifications or building additions to include:
  - i. A key that specifies the location and details of proposed building materials and styles.
  - ii. Height of any proposed building additions or new structures.

5. RELATED VARIANCE REQUEST(S):

If a zoning variance is required to complete the proposed work, describe the variance Please refer to the Zoning Ordinance online at [www.naperville.il.us/municipalcode.aspx](http://www.naperville.il.us/municipalcode.aspx) to view the variance provisions. The variance application package is available at the Development Services front counter):

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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: \_\_\_\_\_

## 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>○ Secondary (interior side) or rear façades not visible from the street.</li> <li>○ 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>○ Detached garages.</li> <li>○ Any accessory building or structure in the rear yard (e.g. shed, deck, patio, and trellis).</li> <li>○ 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>○ Wood or iron open fences; fences of any type in the interior side yard or rear yard.</li> <li>○ Air conditioning units, gutters, downspouts, antennas, satellite dishes, and mail boxes.</li> <li>○ Painting.</li> <li>○ Landscaping.</li> <li>○ Signs and graphics.</li> <li>○ 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.		

**Exhibit A**

## SAMPLE NOTICE TO SURROUNDING PROPERTY OWNERS

### NOTICE OF PUBLIC MEETING

PUBLIC NOTICE is hereby given to all persons interested that **[enter name of the applicant]**, (Applicant), has filed with the City of Naperville Historic Preservation Commission, 400 S. Eagle Street, Naperville, Illinois, a petition for a Certificate of Appropriateness for the property located **[enter general description of the location]** with a common street address of **[enter address if applicable]**.

The Owner of the Property is **[insert name of the property owner]**. The purpose of this request is to **[describe the proposed work]**. This application is filed as Certificate of Appropriateness Case # **[case number]** and may be viewed at the offices of the Transportation, Engineering and Development Business Group, located at 400 S. Eagle Street, Naperville, Illinois (Naperville Municipal Center).

A public meeting will be held on said petition before the Naperville Historic Preservation Commission in the Meeting Rooms B and C of the Municipal Center, 400 S. Eagle Street, Naperville, Illinois, on **[insert date of the public hearing]** at 7:00 p.m. at which time the Historic Preservation Commission will hear the evidence presented on this matter and such other matters as may properly come before the Commission.

Comments, if any, to said application may be submitted in writing and filed with the Transportation, Engineering and Development Business Group before the hearing, or may be offered verbally at the hearing. Questions may be directed to the TED Call Center at 630-420-6100 (Press "5").

Dated at **[enter name and state of the city mailed from]** this **[enter date and year]**

Applicant Signature: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Information on this matter can be obtained from:

**[Contact Information for the Applicant]**





## HOLDING DEPOSIT ACKNOWLEDGEMENT

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ COA Case No.: \_\_\_\_\_

The Applicant agrees to deposit in the amount of one hundred dollars (\$100) as a non-interest bearing deposit (hereafter referred to as "Deposit") with the City of Naperville, for the purpose of checking out a Historic Preservation Commission Public Meeting Notification Sign (hereafter referred to as the "Sign"). The sign shall be posted on the property located at \_\_\_\_\_ (address) not more than twenty one (21) days and not less than ten (10) days in advance of the Historic Preservation Commission meeting on \_\_\_\_\_, 20\_\_\_\_ (date), in order to provide notification for the Certificate of Appropriateness case no. \_\_\_\_\_.

If the sign is returned to the City of Naperville by \_\_\_\_\_, 20\_\_\_\_ (date) (which is 30 calendar days following the Historic Preservation Commission's decision on the Certificate of Appropriateness), the Deposit will be refunded. If the applicant fails to return the sign by said date, the Deposit will not be refunded and will be retained by the city. If the sign is returned by said date, a refund check will be processed by the city, which can take approximately eight (8) weeks.

By signing below, the Applicant acknowledges receipt of a copy of this notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Information (Whom the check should be made out to and where to mail it):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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To be completed by the City of Naperville:

The City of Naperville is in receipt of the Sign on \_\_\_\_\_ (date).

Signature of staff who received the Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_

**SAMPLE AFFIDAVIT**

**AFFIDAVIT**

Re: **[enter name of the case]**

Plan Commission Case: **[enter case number]**

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked Exhibit A and made a part hereof, has been, in accordance with the procedures of the City of Naperville, personally delivered or served by first class mail, to all persons listed in Exhibit B attached hereto and made a part hereof. Said mailings being delivered or post marked **[enter date of delivery or postmark]**, which is at least ten (10) days prior to the meeting date of **[enter meeting date]**, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying within 250 feet in all directions of the property lines of the premises for which the application has been made.

Further, Affiant says that a sign setting forth notice of the application and the meeting date was posted on said premises by **[enter date of posting]**, which is between ten (10) and twenty-one (21) days prior to the meeting date of **[enter meeting date]**, all in accordance with the procedures of the City of Naperville.

Further, this Affiant sayeth not.

By:

\_\_\_\_\_  
**[Type Name of Applicant]**

**SUBSCRIBED and SWORN to before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public

**[Affix Seal]**