



## 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 review by the Historic Preservation Commission at a public meeting. The Historic Preservation Commission is a nine-member board that typically meets every other month to review COA applications that are subject to Commission review. To find out about if your project is subject to administrative or Commission review, please refer to the attached informational sheet ([Exhibit A](#)). If your project is subject to administrative review, please fill out the Fast Track Application which can be found on the City's website. This application is only applicable for projects which require Commission review. To facilitate the review process, COA applicants are required to provide the information and documentation set forth below.

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

Applicant shall fill out pages 3-9 of the attached Application form and prepare necessary application materials based on the requirements specified in the application packet.

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

Please submit your application to Community Planner Kathleen Russell at [russellk@naperville.il.us](mailto:russellk@naperville.il.us). Once submitted, City staff will review the application materials and provide the applicant with review comments, if any. The Applicant is encouraged to work with staff to address issues identified in the review comments prior to submission of the Application to the Historic Preservation Commission. Any outstanding issues will be forwarded to the Commission for discussion and review at the public meeting.

Once staff determines the application is complete, staff will work with the Applicant to schedule the case for a Historic Preservation Commission meeting, taking into consideration the public notification requirements (see step 3 below). There is no fee for the filing of the application.

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

##### NOTICE LETTER

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 three hundred feet (300') of the subject property, inclusive of public right-of-way. To obtain a list of property owners within 300', please contact your applicable township office. The written notice can be delivered personally or may be sent by first class mail no later than fifteen (15) days in advance of the public meeting. If notices are delivered personally, a log of signatures confirming the property owners received the notice must be submitted. A signature log template is included in [Exhibit B](#). A sample notification letter is included in [Exhibit C](#).

##### NOTICE SIGN

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 thirty (30) days and not less than fifteen (15) 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 "Sign Deposit Acknowledgement" form contained in Exhibit D and request the sign from staff at the meeting to submit the application.

#### AFFIDAVIT THAT NOTICE HAS BEEN GIVEN

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 fifteen (15) days in advance of the public meeting. A sample affidavit is included in Exhibit E.

#### **Step 4: 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 voting on the project. The Commission may approve, approve with conditions, or deny the COA application at the end of the meeting. If approved, a signed copy of the COA will be issued and emailed to you following the meeting.

#### **Step 5: 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 call Inspection Dispatch at 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 COAs please contact:  
Kathleen Russell, Community Planner  
russellk@naperville.il.us  
630.420.4197**



## 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>A COA from the Commission is required for the following:</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 demolition is 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. FACTORS FOR CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS APPLICATION RESPONSES (attach a separate sheet as needed)

Respond to the factors for consideration below that demonstrate the need and appropriateness of your request. Example responses to each factor can be found in Exhibit F. Your responses will be forwarded to the Historic Preservation Commission along with the staff memo. **Before responding to the standards, review the Historic Building Design and Resource Manual (<https://www.naperville.il.us/contentassets/7fed1bf2ba19496fa9a037f019616748/cdg-historic-building-design-and-resource-manual.pdf>) against your proposed changes.** If your proposed changes are not listed in the Historic Building Design and Resource Manual as “encouraged” or “acceptable” changes, please respond to 5.3 and 5.4. If the changes are considered “encouraged” or “acceptable” please write “N/A” for 5.3 and 5.4. Please provide thorough responses to each of the standards below.

Factors For Consideration Of A Certificate Of Appropriateness Application:

5.1. Compatibility With District Character: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the character of the historic district

in terms of scale, style, exterior features, building placement and site access, as related to the primary facade(s), in rendering a decision to grant or deny a certificate of appropriateness.

*Explanation: Please describe how the proposed changes will be generally consistent with the overall character of the historic district. With this factor, the Historic Preservation Commission seeks to confirm that the proposed changes will not conflict with the characteristics (i.e., building setback, height, materials, etc.) that are typically found in the district.*

Response to 5.1:

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5.2. Compatibility With Architectural Style: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the historic architectural style of the building or structure to be modified by the certificate of appropriateness request.

*Explanation: As a structure in the Historic District, guidelines for appropriate maintenance, rehabilitation and new improvements to enhance and preserve the appearance of homes are outlined in the Historic Building Design and Resource Manual. The Manual also provides background information on each architectural style found in the Historic District. For this factor, please use the Historic Building Design and Resource Manual to identify the historic features of your home as well as if your proposed changes are “encouraged, acceptable or discouraged” in the manual. Please also reference the 2008 Architectural Survey (<https://www.naperville.il.us/about-naperville/historic-district/>) and identify if any of the listed significant features of the home are being removed or changed.*

Response to 5.2:

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5.3. Economic Reasonableness: The Commission and the Zoning Administrator shall consider the economic reasonableness of any recommended changes determined to be necessary to bring the application into conformity with the character of the historic district.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an economic benefit necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted”. The economic benefit must be reasonable. The explanation should compare the economic benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.3 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

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5.4. Energy Conservation Effect: In making its determinations, the Commission and Zoning Administrator shall consider the effect that any recommended changes may have on energy conservation.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an Energy Conservation benefit which is necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted.” Please describe which aspects of the proposed changes will impact the energy efficiency of the home, and if possible, include metrics that show the change in efficiency. The explanation should compare the efficiency benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.4 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

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5.6. The City's Historic Building Design and Resource Manual may be used as a resource in consideration of the above.

*Explanation: The Historic Building Design and Resource Manual is a guiding document for the Historic Preservation Commission with educational resources to assist the members in making well-informed decisions to protect and maintain the Historic District. In this section, please list and describe all portions of the manual that apply to your proposed changes. Please note if the proposed changes align with what is “encouraged”, “acceptable”, or “discouraged” in the manual.*

Response to 5.6:

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6. RELATED VARIANCE, CONDITIONAL USE OR REZONING REQUEST(S):

Please describe any zoning variance, conditional use, or rezoning requests that may be required to complete the proposed work. (note: a separate application must be filed with the Planning Services Team for these requests).

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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, an Application for a Certificate of Appropriateness for the property located at **[enter general description of the location]** with a common street address of **[enter address if applicable]** which property located within the City’s Historic Preservation District) (or, as applicable, is a structure designated as a landmark within the City) (“Subject Property”).

The Owner of the Subject Property, who is also the Applicant for the COA, is **[insert name of the property Owner]**. **[OR]**, The Applicant for the COA is **[insert name of the Applicant]** who is acting with the authority of the owner of the Subject Property. The purpose of the request, set forth in the Application, is to **[describe the proposed work]**. The Application is filed as Certificate of Appropriateness Case # **[case number]** which may be viewed at the offices of the Transportation, Engineering and Development Business Group, located at 400 S. Eagle Street, Naperville, Illinois (the Naperville Municipal Center).

A public meeting will be held on the Application, and such other matters as may properly come before the Naperville Historic Preservation Commission, in Meeting Rooms B or Meeting Room A of the Municipal Center, 400 S. Eagle Street, Naperville, Illinois, 60540 on **[insert date of the public meeting]** at 7:00 p.m. at which time the Applicant and members of the public will have an opportunity to be heard on the issues pertaining to the proposed COA.

Comments, if any, to the Application may be submitted in writing and filed with the Transportation, Engineering and Development Business Group at 400 South Eagle Street, Naperville, IL 60540 before the meeting date, and/or may be offered verbally to the Historic Preservation Commission at its meeting on **[insert date of the public meeting]**. 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]**

**SIGN 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 thirty (30) days and not less than fifteen (15) 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: \_\_\_\_\_



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:

\_\_\_\_\_

**AFFIDAVIT OF NOTICE OF AN APPLICATION FOR A  
COA BEFORE THE NAPERVILLE HISTORIC  
PRESERVATION COMMISSION**

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

Historic Preservation Commission Case: **[enter case number]**

Subject Property Address: **[enter property address]**

The undersigned, being first duly sworn on oath, swears and affirms that the attached notice, labeled Exhibit A and made part hereof, was given in accordance with the provisions of Title 6 [Zoning] Section 6-11-8:4.4 of the Naperville Municipal Code. Said notice was delivered or post marked **[enter date of delivery or postmark]** to the addresses listed on Exhibit B attached hereto and made part hereof, which is at least fifteen (15) days prior to the **[enter meeting date]** meeting date of before the Historic Preservation Commission at which the COA Application referenced above ("Application") will be heard. Exhibit B constitutes a true and accurate list of the names and addresses of all persons or entities to which the most recent real estate tax bills were sent for properties within 300 feet (inclusive of the ROW) in all directions of the property lines of the Subject Property.

Further, Affiant swears and affirms that a sign setting forth notice of the Application and the meeting date was posted on the Subject Property by **[enter date of posting]**, which is between fifteen (15) and thirty (30) days prior to the meeting date of **[enter meeting date]**, in accordance with the Naperville Municipal Code.

Further Affiant sayeth not. By:

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

**SUBSCRIBED and SWORN to before me**

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

Notary Public

**[Affix Seal]**

## **SAMPLE RESPONSES TO THE FACTORS OF CONSIDERATION**

**5.1 Compatibility with District Character:** Our home is an Italianate style home. We would like to add onto our existing wrap around porch in the front of our home so that it will allow for more seating as well as enclose the porch so that we can have screens. Our proposed improvements for the front porch addition will align with the architecture of the Italianate style. It will not impact the neighbors as it will be within the allowable building setbacks and the 10' expansion of the porch will not change site access. Finally, the proposed improvement is consistent with the Historic District character, as front porches are commonly found in this area.

**5.2 Compatibility with Architectural Style:** With the expansion of the porch, we plan to preserve the decorative brackets that are on the existing porch. The new railings, columns and roofing will be consistent with the Italianate style. The railings and columns will be made of wood. The roofing on the porch will match the roofing on the home. In the Manual, it is acceptable to match replacement components to the original in dimensions, style, design and detail. It is also acceptable to construct new porches that are appropriate to the style and period of the home in overall design and scale. Our proposal is not an entirely new porch, but some of the aspects will be new so we believe our changes align with what is considered acceptable in the Manual. Additionally, we would like to enclose the proposed addition to our porch, which is discouraged in the Manual.

**5.3 Economic Reasonableness:** One of our proposed changes, enclosing the porch, is discouraged. Our proposal is economically reasonable because it allows us to have an enclosed outdoor space without having to create an entirely new porch somewhere else on our parcel. If the COA is denied, we will have to construct an entirely new porch to have a screened in area which will be used more than the open porch in the front of the home.

**5.4 Energy Efficiency:** The screened in porch will allow us to keep our windows open in the home and use the air conditioning less in the summer because we will have a cool shaded outdoor space that is free from insects during the summer nights. Without the approval of the COA, we will not be able to decrease our dependency on the air conditioning in the summer and our energy consumption will remain the same.

**5.6 The City's Historic Building Design and Resource Manual:** Porches are listed as a typical attribute of the Italianate style in the Manual and are commonly found on the front façade, wrapping around the corner with ornate railings and columns. Aspects of our proposal are considered acceptable including our intent to match replacement components to the original in dimensions, style, design and detail and use approved replacement materials for the porch. Our proposal also includes enclosing the porch, which is discouraged in the Manual.