



## CITY OF NAPERVILLE

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

#### **HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION (REQUEST FOR DEMOLITION)**

An Application for a Certificate of Appropriateness (COA) Request for Demolition of a structure or structures on a landmarked property or on property within an Historic District of the City ("Subject Property") is a request for a demolition of a structure in whole or any partial demolition impacting the primary façade which meets the criteria provided in Section 6-11-8:2 of the Historic Preservation Chapter of the Zoning Title of the Naperville Municipal Code ("Zoning Code"). A COA Request for Demolition is reviewed 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. A decision of the Historic Preservation Commission denying a request for issuance of a COA for demolition is not final. An appeal of a denial may be taken to the City Council as provided in Chapter 11 of the Zoning Code of the Naperville Municipal Code (6-11-8:4.6). An approval of a COA for demolition with conditions imposed by the Commission shall be considered a denial of the COA for the purpose of appeal.

In order to evaluate a request for issuance of a Certificate of Appropriateness for demolition, or partial demolition as determined by the Zoning Administrator, the information and documentation set forth below and in the attached Application is required.

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

Applicant shall fill out pages 1-5 of the attached Application form and prepare necessary materials based on the requirements specified in the Application. Submittal of an Application may require completion of a Structural Analysis and an Architectural and Historical Significance Analysis as described below. Attached to the Application are the following exhibits: Exhibit A (Architectural and Historical Significance Analysis); Exhibit B (Sample Notice to Surrounding Property Owners); Exhibit C (Sign Deposit Acknowledgement); and Exhibit D (Affidavit of Notice).

##### *Structural Analysis*

A request to demolish a principal structure in whole (or in part as determined by the Zoning Administrator) requires completion of a structural analysis ("Structural Analysis") as set forth herein pursuant to Section 6-11-8:4.2.1 of the Zoning Code. The required Structural Analysis shall be conducted by a licensed architect or structural engineer who is contracted for by the City. The Applicant, and the owner of the property on which the structure(s) is located if the Applicant is not the owner, shall be jointly and severally responsible to reimburse the City for the cost of the Structural Analysis within sixty (60) days of the City's issuance of an invoice therefor. Before contracting for the Structural Analysis, the City will notify the Applicant (and Owner, if applicable), of the estimated cost of the Structural Analysis. Upon completion of the Structural Analysis, the City shall provide an electronic copy of said analysis to the Applicant.

##### *Architectural and Historical Significance Analysis*

A request to demolish a principal structure in whole (or in part as determined by the Zoning Administrator) requires completion of an architectural and historical significance analysis ("Architectural and Historical Significance Analysis") as set forth in Section 6-11-8:4.2.2 of the Zoning Code. The Applicant is responsible to provide the Architectural and Historical Significance Analysis as a component of the request for a COA

for demolition. Staff may suggest resources for completion of such analysis. Upon completion of the Architectural and Historical Significance Analysis, the Applicant shall provide an electronic copy of said analysis to the City. (See **Exhibit A**)

If you have any questions regarding the Application, please contact Assistant Planner Isaac Marlott at [marlotti@naperville.il.us](mailto:marlotti@naperville.il.us).

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

Schedule a meeting to submit your Application with Assistant Planner Isaac Marlott at [marlotti@naperville.il.us](mailto:marlotti@naperville.il.us). 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. If a partial demolition is sought, staff will also notify the Applicant whether the Structural Analysis and the Architectural and Historical Significance Analysis shall be required.

Once staff determines the Application is complete (except for submission of the Structural Analysis and the Architectural and Historical Significance Analysis)\*, staff will work with the Applicant to schedule the case for a Historic Preservation Commission meeting, taking into consideration the timeline for completion of said analyses. Once the Structural Analysis and the Architectural and Historical Significance Analysis are submitted, the Application will be deemed complete and shall be submitted to the Historic Preservation Commission and posted on the City's website.

**\*Important Note:** Once the Application (excluding the Architectural and Historical Significance Analysis and the Structural Analysis) is complete, please submit it to Assistant Planner Isaac Marlott at [marlotti@naperville.il.us](mailto:marlotti@naperville.il.us). The Architectural and Historical Significance Analysis (to be completed by the Applicant), and the Structural Analysis (to be completed by the City as provided herein), will be added to the Application when they have been completed.

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

#### NOTICE LETTER

Before the scheduled Historic Preservation Commission meeting date, 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. The written notice shall be delivered personally or may be sent by first class mail no later than fifteen (15) days in advance of the public meeting. A sample notification letter is included in **Exhibit B**. Prior to mailing or delivering the notice, please provide a draft copy of the letter to City staff for review.

#### 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" contained in **Exhibit C** and request the sign from staff at the meeting to submit the Application.

#### PUBLICATION

Any COA Application for demolition shall require notice by publication which shall be given by the City and paid for by the applicant. Publication shall be given at least once in a newspaper of general circulation in the City, no more than thirty (30) days nor less than fifteen (15) days in advance of the meeting. By signing

and submitting this Application, the Applicant and the Owner (if the Applicant is not the Owner) agrees to reimburse the City for payment of the publication within thirty (30) days of receipt of an invoice therefor.

**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 Assistant Planner Isaac Marlott 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 D**. Notaries are typically available at Naperville Municipal Center.

**Step 4: Attend the Historic Preservation Commission Meeting**

The Application will be scheduled for a meeting before the Historic Preservation Commission. Staff strongly recommends attendance at the meeting by the Applicant, owner, legal representative, and/or by any other person who is familiar with the project. At the meeting, the Applicant shall have an opportunity to present their request. The Commission will also hear public comments, if any, prior to making a decision on the project. The Commission may approve or deny the COA Application at the end of the meeting or at any continuation of the meeting. If the COA is approved, a signed copy of the COA will be issued and emailed to the Applicant following the meeting. If the Commission denies the COA, or places conditions on approval of the COA (which shall be considered a denial for the purpose of an appeal), the Applicant will need to file a request for appeal with the Zoning Administrator within fourteen (14) days of the denial. Further information on the appeal process is set forth in Section 6-11-8:4.6 of the Zoning Code.

**Step 5: Perform Demolition**

**Please note that in addition to a COA, the project will require separate permits prior to any work commencing.** Total demolition of existing structure(s) requires submittal of a residential demolition permit. Any partial demolitions require submittal of a large room addition permit. Approval of a COA does **not** constitute approval of any required permits; all permit application requirements and inspections must be completed prior to any work commencing.

**Note Regarding Vacant Land:**

Unless a valid building permit has been issued and construction has commenced on the Subject Property, residential vacant lots (recently vacant due to demolition of an existing home) are required to be graded for positive drainage and shall have turf established on the site within 30 days from the point in time when the home has been demolished, Requirements will be reviewed through submittal of a demolition permit.

**For further information about COAs please contact:  
Isaac Marlott, Assistant Planner  
Naperville Municipal Center  
400 South Eagle Street, Naperville, IL 60540  
630-305-7021  
marlotti@naperville.il.us**



## CITY OF NAPERVILLE

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

### **HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS** **(COA) APPLICATION - REQUEST FOR DEMOLITION**

This Application form is used for the Historic Preservation Commission's review of COA applications for demolition of landmarked properties or properties located within the City's Historic District.

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

#### **1. OWNER/APPLICANT (REQUIRED INFORMATION)**

Property Address and PIN number(s) of structure(s) sought to be demolished ("Subject Property"):	
Applicant's Name:	
Applicant's Address/Zip:	
Applicant's Telephone # Day/Evening:	
Applicant's Fax (optional):	
Applicant's Email:	
Property Owner's Name(s), if other than the Applicant:	
Property Owner's Address/Zip:	
Property Owner's Telephone # Day/Evening	

**2. EXISTING CONDITIONS**

Provide color photos and a detailed description of the current improvements located on the Subject Property, including structure(s) for which demolition is sought.

---

---

---

---

---

---

---

---

---

---

**3. DESCRIPTION OF PROPOSED DEMOLITION**

A COA from the Historic Preservation Commission is required for a demolition of a building in whole (or in part as determined by the City Zoning Administrator). Please specify below if you are seeking a COA for total or partial demolition. If a partial demolition, describe the scope of the demolition impacting the primary façade of the structure(s) on the Subject Property in detail. Also, please see the requirements set forth in Section 8 below.

---

---

---

---

---

---

---

---

---

---

#### **4. INTENDED USE OF PROPERTY POST-DEMOLITION**

Should approval of the proposed COA (request for demolition) be granted, provide information regarding the intended use of the Subject Property post-demolition.

---

---

---

#### **5. RESPONSE TO FACTORS FOR CONSIDERATION OF A COA**

Include a response to each of the Factors for Consideration of a COA (Naperville Municipal Code/Zoning Title, Section 6-11-8:5). **\*Note:** If a total demolition is sought, only a response to Subsection 5.5 is required.

##### 5. 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.
- 5.2. **Compatibility with Architectural Style:** The Commission and Zoning Administrator shall consider if the proposed improvement is compatible with the historic architectural style of the building or structure to be modified when reviewing the certificate of appropriateness request.
- 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.
- 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.
- 5.5. **Impact of Proposed Demolition:** In evaluating an Application for demolition of a principal structure in whole, or for certain partial demolitions as determined by the Zoning Administrator, the Commission shall balance: (i) the findings presented in the Structural Analysis, which includes an analysis of the improvements required to restore or repair the structure to a condition that complies with the standards for issuance of an occupancy permit for the intended use of the structure(s) post-demolition pursuant to the provisions of Title 5 of the Naperville Municipal Code, including the estimated cost of said restoration or repairs, against: (ii) the architectural and historical significance of the structure(s).
- 5.6. The **City's Historic Building Design and Resource Manual** may be used as a resource in consideration of the above.

#### **6. ARCHITECTURAL AND HISTORICAL SIGNIFICANCE ANALYSIS**

An Architectural and Historical Significance Analysis is required for a COA seeking total demolition of a principal structure, and may be required (as determined by the City's Zoning Administrator) for a partial demolition of a principal structure pursuant to Section 6-11-8:4.2.2 of the Zoning Code. See **Exhibit A**.

## **7. STRUCTURAL ANALYSIS**

A Structural Analysis is required for a COA seeking total demolition of a principal structure, and may be required (as determined by the City's Zoning Administrator) for a partial demolition of a principal structure pursuant to Section 6-11-8:4.2.1 of the Zoning Code. Said Analysis is to be contracted for by the City and conducted by a licensed architect or structural engineer. The Analysis will include, but is not limited to, the following: detailed conditions of the existing principal structure(s) on the Subject Property, a list of improvements, and the costs thereof, required to restore or repair the structure(s) to a condition that complies with the standards for issuance of an occupancy permit under the provisions of Title 5 (which shall be evaluated on the basis of the intended use of the Subject Property post-demolition as stated by the Applicant in Section 4).

### **7.1 ACCESS FOR INSPECTION**

By signing and submitting this Application, the Applicant and the Owner (if the Applicant is not the Owner) agrees to give reasonable access to the property for which a COA has been submitted to City staff and to the City's agents and representatives for the purpose of conducting the Structural Analysis described herein. If access sufficient to formulate the Structural Analysis is not provided, the Application shall be deemed incomplete.

### **7.2 REIMBURSEMENT OF COST OF STRUCTURAL ANALYSIS**

The Owner, and Applicant (if the Applicant is not the Owner), shall be jointly and severally responsible to reimburse the City for the reasonable cost of the Structural Analysis. If reimbursement is not received by the City within sixty (60) days of issuance of an invoice therefor, the City shall be entitled to file a lien against the Subject Property in the amount of the costs of such analysis plus recording fees and interest. By signing and submitting this Application, the Applicant and the Owner (if the Applicant is not the Owner) agrees to reimburse the City for payment of the conducted Structural Analysis as provided herein.

## **8. DEMOLITION PLAN (applicable only to partial demolitions)**

Submit architectural drawings or sketches showing the proposed partial demolition. Plans must include the following at a minimum:

1. Address of property;
2. Date of most recent revision;
3. Architect's name (if applicable);
4. Demolition plan sufficient enough to clearly identify portions of the structure to be demolished and what the final appearance of the improvement will be post-demolition.

### **Please note:**

**-If the COA is approved, any changes to the approved COA will require additional review by city staff and may require review by the Historic Preservation Commission, depending on the nature of the proposed revision(s).**

**-An approved COA is valid for three (3) years from the date of the issuance of the COA. If the Applicant also seeks construction of a new structure, addition, or alteration after demolition is complete, the Applicant is required to file a separate Certificate of Appropriateness Application.**

**Required Signature:** The undersigned certifies that the statements set forth in this Application, including but not limited to 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. The undersigned further acknowledges that by submission of this Application, the Applicant (and/or Owner as applicable) shall be responsible to reimburse the City for publication costs and for the Structural Analysis as set forth and referenced herein, and agrees that access to the property for which the COA is sought shall be provided as set forth in Section 7.1 herein.

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

Printed Name of Applicant: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

(Notary Public and Seal)

Signature of Owner (if different than Applicant): \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

(Notary Public and Seal)

## **Exhibit A**

### **ARCHITECTURAL AND HISTORICAL SIGNIFICANCE ANALYSIS**

[To be completed by, or on behalf of, the Applicant]

A request for demolition of a principal structure in whole, or for certain partial demolitions of the principal structure (as determined by the Zoning Administrator), requires submittal of an Architectural and Historical Significance Analysis as set forth in 6-11-8:4.2.1 of the Zoning Code. The Architectural and Historical Significance Analysis must be completed by the Applicant and shall include the following components:

- Whether the structure\* embodies distinguishing characteristics of an architectural period, style, method of construction, and/or use of indigenous materials;
- The structure's current architectural integrity (i.e. degree of original design and historic material remaining in place);
- If the existing structure was owned or occupied by a person of historic significance in national, State or local history;
- If the structure has a direct connection to an important event in national, State or local history;
- If the structure represents the notable work of a builder, designer or architect whose individual work has substantially influenced the development of the community.

\*Or structures, as applicable.

#### **Possible Resources:**

No particular format is required for the Architectural and Historical Significance Analysis; however, it should fully address the criteria set forth above. You may provide the Analysis yourself or seek assistance from third-party sources. Please be aware that Naper Settlement may be used as a resource for this purpose, and that a survey, titled "Architectural and Historical Survey of Naperville's Historic District" may also be a useful resource and is available on the City's website at <https://www.naperville.il.us/about-naperville/historic-district/historic-surveys/>.

Upon completion of the Architectural and Historical Significance Analysis, the Applicant shall forward an electronic copy of the Analysis to Assistant Planner Isaac Marlott at [marlotti@naperville.il.us](mailto:marlotti@naperville.il.us).

Once the Architectural and Historical Significance Analysis has been completed and submitted by the Applicant, and Structural Analysis has been completed and submitted to the Applicant by the City, the Application will be deemed complete and shall be submitted to the Historic Preservation Commission and posted on the City's website.

## Exhibit B

### 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 – Request for Demolition 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]***

# Exhibit C

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

# **Exhibit D**

## **AFFIDAVIT OF NOTICE OF AN APPLICATION FOR A COA FOR DEMOLITION 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 for Demolition 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]***