



# Village of Algonquin

## Application for Certificate of Appropriateness

OFFICE USE ONLY

CASE # \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

All permits for new construction, demolition, alteration, repair, signage, or any other physical modifications of a property within the Old Town District require the simultaneous issuance of a Certificate of Appropriateness by the Historic Commission. Minor alterations may be internally approved. See Chapter 10 of the Village's Code for more details.

Send completed application and materials to [permits@algonquin.org](mailto:permits@algonquin.org).

### PROPERTY INFORMATION

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

PIN(s): \_\_\_\_\_

Associated Planning & Zoning Case Number: \_\_\_\_\_  TBD  No Planning & Zoning Required

### TYPE OF WORK - Select all that apply

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Exterior Alteration/Repair                          | <input type="checkbox"/> Relocation of Building  | <input type="checkbox"/> Tree Removal? If yes, please describe below: |
| <input type="checkbox"/> Architectural Feature<br>(decorative ornamentation) | <input type="checkbox"/> Demolition              |   |
| <input type="checkbox"/> Deck  | <input type="checkbox"/> Whole Primary Structure |   |
| <input type="checkbox"/> Door  | <input type="checkbox"/> Part Primary Structure  |   |
| <input type="checkbox"/> Material Change (Wood, brick, etc.)                 | <input type="checkbox"/> Garage/Outbuilding      |   |
| <input type="checkbox"/> Paving (Parking lot, driveways, landscaping)        | <input type="checkbox"/> Relocation of Building  |   |
| <input type="checkbox"/> Porch - Maintenance and minor repair                | <input type="checkbox"/> New Construction        |   |
| <input type="checkbox"/> Porch - Major repair and reconstruction             | <input type="checkbox"/> Primary Structure       |   |
| <input type="checkbox"/> Retaining Walls (taller than 36 inches only)        | <input type="checkbox"/> Addition                |   |
| <input type="checkbox"/> Roof ( Change in shape, feature, materials)         | <input type="checkbox"/> Garage/Outbuilding      |   |
| <input type="checkbox"/> Siding  | <input type="checkbox"/> Other:                  |   |
| <input type="checkbox"/> Signs   |  |   |
| <input type="checkbox"/> Skylights   |  |   |
| <input type="checkbox"/> Windows   |  |   |
| <input type="checkbox"/> Other:  |  |   |
- If you checked "Other", please describe more below:

### ADDITIONAL REQUIRMENTS

- |   |  |
|---|--|
| <input type="checkbox"/> On a separate sheet, describe all work in detail   | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Exterior Alteration/Repair   | <input type="checkbox"/> Describe the structure's condition and reason for demolition  |
| <input type="checkbox"/> Drawings, photographs, specifications, manufacturer's illustrations, and other descriptions of proposed changes to the building's exterior | <input type="checkbox"/> Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping  |
| <input type="checkbox"/> Scale drawings with dimensions are required for major changes in design  | <input type="checkbox"/> If economic hardship is claimed, include evidence that hardship exists.   |
| <input type="checkbox"/> A Site Plan if any feature is not on the primary structure   | <input type="checkbox"/> Relocation  |
| <input type="checkbox"/> If material changes are proposed, include a sample board, catalog cuts, and/or a description   | <input type="checkbox"/> Explain what building will be moved, where, why and if there are any proposed changes. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping |
| <input type="checkbox"/> New Construction/Additions - For primary structure, outbuilding, or addition:  | <input type="checkbox"/> If a building will be moved into the district from outside, include photographs   |
| <input type="checkbox"/> Site Plan with measured distances  | <input type="checkbox"/> Include a site plan showing proposed location of the structure of the new parcel. Describe any site features which may be altered or distributed, e.g., foundations, walls, vegetation.         |
| <input type="checkbox"/> Elevation drawings of each proposed facade with dimensions and specifications that clearly illustrate the proposed exterior appearance     |  |
| <input type="checkbox"/> Drawings, photographs, samples, manufacturer's illustrations, or other description of material to be used                                  |  |

## APPLICANT CONTACT INFORMATION

(check one)  Owner  Owner's Agent  Design Professional  Developer  Other : \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

## OWNER CONTACT INFORMATION

### Owner (required if not Applicant)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

## SIGNATURES

As owner of the property, I hereby authorize the seeking of the above requested action. The Owner agrees to and does hereby grant the Village permission to go upon or over any part of the Property for the purpose of taking video and pictures of the site and construction activities. This grant of permission includes authority for the Village to use a small unmanned aerial vehicle to capture images of the Property.

In consideration of this application and attached plans and specifications being made a part thereof, I/we will conform to all of the regulations set forth in the Village of Algonquin, Illinois Codes and Ordinances.

I/we further agree that all work will be in accordance with the plans and specifications which accompany this application, except for such changes as may be authorized or required by the Building Commissioner. On completion of the work, I/we agree to notify the Community Development Department at (847) 658-4814 to schedule an inspection of the property.

\_\_\_\_\_  
Signature of Owner\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Signature of Applicant (if different from the owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant