



Village of Round Lake

442 Cedar Lake Road • Round Lake, Illinois 60073 • 847/546-5400 • Fax: 847/546-5405

REVISED 11/14/06

Application for a Certificate of Appropriateness

Pursuant to Ordinance 03-0-08 of the Village of Round Lake, the Architectural Commission of Round Lake will issue a Certificate of Appropriateness to petitioners for the erection, construction, alteration or repair of any building or structure or installation or alteration of a sign or awning or canopy in any zoning district or landscaping for commercial properties or industrial properties.

The focus of the commission will be on buildings or structures with recommendations on overall site plan, landscaping and signage.

The Application for a Certificate of Appropriateness will provide a template and basis for such petitioners to guide their request(s) for permit(s) for the erection, construction, alteration or repair of any building or structure or installation or alteration of a sign or awning or canopy in any zoning district or landscaping for commercial properties or industrial properties.

All formal petitions or requests for review should include, but not be limited to: site plans including elevations, floor plans, drawings, pictures, materials list fully descriptive of exterior materials with examples, landscape plan, signage, and graphic representation of adjacent building or development characteristics. Sufficient copies must be supplied for the members of the committee to review. These will be submitted and cataloged as exhibits that eventually may be approved by the committee. Revisions or design changes to the original submissions will also be cataloged as exhibits. All the foregoing submissions, together with the findings and recommendations of the Architectural Commission will become part of the request that goes before the Plan Commission and The Village Board of Trustees.

A meeting of the Architectural Commission to review the request is convened prior to the presentation by the petitioner; followed by a presentation by the petitioner (developer, builder, or owner) to the commission.

The Commission will then vote on approval and issuance of a Certificate of Appropriateness, disapproval of the request, or advise the petitioner of changes needed to move toward approval and issuance of a Certificate of Appropriateness (based on conditions, specified changes, or additions) and schedule the next presentation.

Architectural Commission Design Standards

Building(s) Architecture - Design & Structure

What are the architectural concept, style, and features of the structure? Architectural concept means the basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, which produces the architectural character. Architectural feature means a prominent or significant part or element of a building, structure, or site. Architectural style means the characteristic form and detail, as of buildings of a particular historic period. Architectural style is not restricted; however, evaluation of appearance of a project shall be based on quality of design and its relationship to surrounding environment or planned development and/or renovation.

Materials

List the materials to be used for the base, façade, roof, and screening of the building. Materials shall have good architectural character and shall be selected for harmony of the building. Materials shall be of durable quality.

Base & Façade -

An architectural base should be established where the building meets the sidewalk or grade; extending up the building face using changes in surface texture, a projection or break in the wall plane, or a change in material or color. Base material should be provided that is highly resistant to damage, defacing, and general wear and tear.

Large or long unadorned wall planes should be avoided.

Building components--such as windows, doors, eaves, and parapets shall have good proportions and relationships to one another.

All sides of a structure should receive design consideration. Primary and secondary facades shall be compatible and complementary. A facade unrelated to the rest of the building is not in keeping with acceptable design. Colors shall be harmonious, and accents, if used, shall be compatible and complementary.

All projections and mechanical details such as louvers, exposed flashing, flues, vents, gutters and downspouts are to be recognized as architectural features and are to be an appropriate or complementary and/or compatible color to the adjacent surface.

Window, doors and openings should be detailed to make them important parts of the total facade. Main building entries-should be pronounced and easily recognizable. Wall articulation (such as insets, pop outs, wing walls) and recessed door and window openings should be included. Covered walkways and awnings for ground floors are highly desirable and encouraged.

Where possible, the paved pedestrian zone (sidewalk) must be next to retail store frontages and away from street edges or curb lines. A minimum 10-foot wide unobstructed paved pedestrian zone must be maintained.

Roof

Roofs should be an integral part of the design and overall form of the building design and structure and should respond to general design and nature of other roofs along the street. Rooflines of buildings on adjacent properties should be considered in the design of new buildings so that extreme clashes in style and materials are avoided. Mansard roofs should be avoided. Roof elements should be combined with wall elements which work together to unify ALL sides of the building. Use of multi-planed pitched roofs and roof overhangs are encouraged to provide variety while unifying the structure.

Screening

Screening of storage, and work areas will be part of and integral to overall design and shall be screened from view from public ways with materials harmonious with the building. Mechanical equipment and HVAC and will be located below vertical elements and be screened from public view at grade from all sides including residential exposure at any distance. If mechanical equipment is added to an existing building, it shall be screened in such a way as to match the style of the rest of the building and/or façade, trying to avoid the appearance of being added on. Refuse and other receptacles will be enclosed and attractively screened from public view at grade from all sides. Screening walls shall give consideration to the relief of monotony, such as breaking up major lengths with complementary landscaping.

Site Design & Lighting

New and renovated sites should emulate the Village Hall, i.e. building articulation, varied rooflines, landscaping, selection and grade of materials, lighting, and access.

Park lot lighting should be pedestrian scaled (12' to 16'). Light poles and light fixtures of historic or traditional design will be used for all parking lots, walkways and pedestrian areas.

Bollard lighting should be used in pedestrian seating areas and to accent or highlight pedestrian walkways and parking lot crossings

Landscaping

Landscaped areas should frame and soften structures, to enhance the quality of the environment, and to screen undesirable views. Landscaping sprinkler systems must be installed and maintained wherever possible. Maintenance of landscape treatments, including replacement as necessary is required.

All areas not covered by structures, service yards, walkway, driveways, and parking spaces should be landscaped.

Landscape should be installed around the entire base of buildings except: in access ways, within service areas, or buildings approved and configured as part of an overall project or plan. It should also be in scale with adjacent buildings and be appropriate size at maturity. Tree planting size should be 3 ½ to 4 inches caliper.

Landscaping should be protected from cars and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs.

Landscaping for parking lot screening perimeter of masonry walls (brick, stone — 4 feet in height) or shrubs planted close together to form a dense 4 feet tall screen within 18 months of planting.

Office buildings and retail shop parking bays should be separated from buildings by 4 feet landscaped areas.

Trees in parking lots and parkways should be large enough to provide a canopy effect and at minimum height requirements to keep them high enough not to block driving vision and view of the surrounding structures. Planters along raised landscaped walkways, rather than parking blocks and curbs, should divide parked automobiles and break up parking lots. There should be no more than 20 consecutive spaces (capped at each end) without a landscaped island. Use landscaping to buffer streets and parking lots from walkways.

Adhere to the tree replacement program - refer to the Tree and Landscaping Ordinance, contact the Round Lake Public Works [847-546-0962] (permits are required for removing and planting trees).

Landscaped buffer zones should be created between residential and commercial suitable to screen the commercial area from residential areas and minimize noise. These landscape buffers zones should provide effective year round screening, winter and summer, for example the use of evergreens.

Signage

Signage requirements and restrictions for various areas or districts within the village will vary. Factors defining these areas would be: location, type of street, road or highway frontage, types of businesses, traffic, and the environment.

Commercial signs should reflect the character of the building style, while expressing each store's individuality. Sign color must harmonize with the building upon which it is mounted and adjacent structures. Background colors for the body of the sign are limited to earth tones and primary colors or secondary colors. Buildings with multiple tenants should have signs consistent in design, color and placement. However, lettering color can be unique to the trademark image of the retailer/user. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. Highly reflective metallic signs are not allowed. Signs should be lit by marquee or spot lighting; LED is preferred over neon signs.

Size, height, light/glare pollution (use low intensity lights or soft diffused white light) of signage shall be limited. Wall sign size should complement overall façade proportions and blend with the facade design.

Flashing signs, changeable copy signs except to display temperature and time, and blinking or scrolling marquee signage are discouraged.

Box signs are not preferred and these types of signs are under review to possibly do away with. Monument signs are encouraged, pylon signs are discouraged.

Rooftop signs are prohibited.

And all signs should comply with requirements codified in the Village of Round Lakes sign ordinance

INSTRUCTIONS

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

- 1. Owner/developer and the location of the project(s)** fill in the appropriate petitioner information regarding the owner/developer and the location of the project(s).
- 2. Name, title, address, contact(s), and phone number** should be the petitioner and/or the person(s) representing the petitioner.
- 3. Building(s) Design & Structure** .statement(s) relating the style, concept, and features of **the** building(s).
- 4. Materials of the base, façade, roof, and screening** .list the materials for each describing the type, grade, and color.
- 5. Site Design & Lighting, Landscaping, and Signage** .a brief description of the elements and concepts used to create, light, and identify the project.
- 6. Upon approval** of the Certificate of Appropriateness, **an approved Building Permit** is to be obtained from the Round Lake Building Department.

EXHIBITS

Exhibits used by the village staff and the commission to identify and briefly describe the exhibits presented by the petitioner to support the statements in the sections Building(s) Design & Structure, Materials of the base, façade, roof, and screening, and Site Design & Lighting, Landscaping, and Signage.

WALL SIGNAGE:

- Photograph(s) of the building/wall with superimposed computer generated photographs depicting the sign(s) as it/they will appear to the public showing the size, color, etc as it relates to the wall(s).
- 11X17 DIAGRAM DEMONSTRATING DIMENSIONS OF BUILDING OR STOREFRONT.
- DIMENSIONS OF WALL SIGNAGE.

WINDOW SIGNAGE:

- Photograph(s) of the window with superimposed computer generated photographs depicting the sign(s) as it/they will appear to the public showing the size, color, etc as it relates to the window(s).
- 11X17 DIAGRAM DISPLAYING WINDOW DIMENSIONS.
- DIMENSIONS OF WINDOW SIGNAGE.

PROFESSIONAL AND CERTIFIED ARCHITECTURAL ELEVATION PLANS AND LANDSCAPE PLANS.

NO HAND DRAWN SKETCHES ARE ALLOWED.

Comments -- the Comments section is reserved for the Architectural Commission.

ADDENDUM

Addendum - may be used by the petitioner to expand statements from pages 7 & 8 and by the Architectural Commission to supplement the Comments section on page 8 .

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

(Please print)

Name and address of Business:

Business Owner

Property Owner

Ph:

Ph:

Fx:

Fx:

Email:

Email:

Business Owner address

Property Owner address

Contractor/Project Manager

Ph:

Fx:

Email:

Building(s) Design & Structure

Materials

Base & Façade:

Roof:

Screening:

Site Design & Lighting

Landscaping

Signage

WALL SIGNAGE

One Side Facing Public Street. Every business shall be permitted one and one-half square feet (1-1/2 s.f.) of wall signage for every lineal foot of building wall frontage facing one public street. 17.84.080.A.1.

Lineal footage of the building frontage (façade): _____

Square footage of the proposed signs whether box signs or channel letter signs: _____

Sign Content Requirements 17.84.080A.4.

- a) Identification – the name and/or identification logo trademark of a business shall be permitted on a permanent sign as approved by the Round Lake Building Department.
- b) Other copy in addition to the name and/or identification logo/trademark, a maximum of one (1) additional item shall be permitted on a permanent sign. The additional item shall be limited to an area not to exceed five percent (5%) of the gross sign area. The additional item may consist of one (1) of the following.

(Please choose one)

- _Address
- _One (1) phone number
- _One (1) fax number
- _Service offered
- _Product offered
- _Advertising slogans
- Other Phrase as approved by the Round Lake Building Department

WINDOW SIGNAGE

D. Window Signs. Permanently painted, posted or displayed by any other means in a window may not occupy more than fifty percent (50%) of the gross window area, nor more than fifty percent (50%) of an individual window area, when combined with temporary window signs. 17.84.080.D.

WINDOW SIGNAGE DETAILS:

GROUND OR MONUMENT SIGNAGE DETAIL:

EXHIBITS

ACCEPTABLE EXHIBITS ARE AS FOLLOWS:

WALL SIGNAGE:

- Photograph(s) of the building/wall with superimposed computer generated photographs depicting the sign(s) as it/they will appear to the public showing the size, color, etc as it relates to the wall(s).
- 11X17 DIAGRAM DEMONSTRATING DIMENSIONS OF BUILDING OR STOREFRONT.
- DIMENSIONS OF WALL SIGNAGE.

WINDOW SIGNAGE:

- Photograph(s) of the window with superimposed computer generated photographs depicting the sign(s) as it/they will appear to the public showing the size, color, etc as it relates to the window(s).
- 11X17 DIAGRAM DISPLAYING WINDOW DIMENSIONS.
- DIMENSIONS OF WINDOW SIGNAGE.

PROFESSIONAL AND CERTIFIED ARCHITECTURAL ELEVATION PLANS AND LANDSCAPE PLANS.
NO HAND DRAWN SKETCHES ARE ALLOWED.

ARC COMMENTS

Upon approval of the Certificate of Appropriateness, a Building Permit is to be obtained from the Round Lake Building Department.

Date of Review and Approval

**Chair Architectural Commission
Village of Round Lake
Round Lake, Illinois**

ADDENDUM

Chair
Architectural Commission
Village of Round Lake
Round Lake, Illinois