

**VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT**

**PETITION FOR CERTIFICATE OF APPROPRIATENESS**

All information requested on this form MUST be provided. A petition will be considered incomplete if any information is missing.  
Following planning approval, a building permit is required.

<b>PROJECT NAME</b>			
<b>PETITIONER INFORMATION</b>			
<b>NAME</b>		<b>TITLE</b>	
<b>ADDRESS</b>		<b>CITY/STATE/ZIP</b>	
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>	
<b>RELATIONSHIP TO OWNER</b>			
<b>PROPERTY OWNER'S INFORMATION</b>			
<b>NAME</b>		<b>PHONE</b>	
<b>ADDRESS</b>		<b>CITY/STATE/ZIP</b>	
<b>PROJECT INFORMATION</b>			
<b>PROPERTY ADDRESS</b>			
<b>P.I.N. NUMBER</b>		<b>AREA OF PARCEL</b> <b>sf</b> <b>acres</b>	
<b>CURRENT USE OF SITE</b>		<b>EASEMENT</b>	
<b>PROJECT TEAM</b>	<b>NAME</b>	<b>PHONE/FAX</b>	<b>EMAIL</b>
<b>DEVELOPER</b>			
<b>ARCHITECT</b>			
<b>OTHER</b>			
<b>IMPROVEMENTS INCLUDE (CHECK ALL THAT APPLY)</b>			
<input type="checkbox"/> <b>NEW CONSTRUCTION</b>	<input type="checkbox"/> <b>ALTERATION</b>	<input type="checkbox"/> <b>DEMOLITION</b>	<input type="checkbox"/> <b>REMOVAL</b>

**DESCRIPTION OF PROPOSED IMPROVEMENTS:**


Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

Notary Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Seal  
**Petition Must Be Notarized**

<b>CERTIFICATE OF TRAINING (TO BE SIGNED AFTER COMPLETION)</b>	
<b>DATE COMPLETED</b>	<input type="checkbox"/> <b>RENEWAL</b>
<p>I certify that I completed a one (1) hour Certificate of Appropriateness training session with Development Services Department staff covering the Village's historic preservation codes, requirements and policies related to the Old Orland Historic District or to Landmark buildings. I agree to faithfully execute any proposed projects according to the codes, requirements and policies of the Village's historic preservation program and to abide by any conditions stated in the COA. Failure to comply may result in project delays, fines, or other penalties.</p>	
Signature of Petitioner _____ Date _____	

<b>FOR VILLAGE USE ONLY</b>	<b>PROJECT NO.</b>		<b>ASSIGNED TO</b>	
	<b>DATE COMPLETED</b>		<b>DEPARTMENT APPROVAL</b>	
<b>APPROVALS NEEDED:</b>	<input type="checkbox"/> <b>PRE-CONCEPT MEETING</b>	<input type="checkbox"/> <b>ADMINISTRATIVE</b>	<input type="checkbox"/> <b>PLAN COMMISSION</b>	<input type="checkbox"/> <b>VILLAGE BOARD</b>

**See Reverse Side for Submittal Requirements**

VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT			
SUBMITTAL REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS			
REVIEW PROCESS		SUBMITTAL REQUIREMENTS	Submittal Information
1	<b>Pre-Concept Meeting(s)</b> with staff from Planning	Conceptual Building Elevations Conceptual Site Plan Aerials or other drawings showing location and adjacent conditions	<i>Materials are for discussion only, do not need to be submitted</i>
2 & 3	<b>Submittal of Completed Petition Form and required materials for Planning Division Review</b>  <b>Submit to:</b> <b>Development Services Department, Planning Division</b>	Completed Petition Form	See reverse side
		Proof of ownership of property (i.e. title policy, deed, trust agreement)	PDF File & 1 copy*
		Plat of survey	PDF File & 1 copy*
		Architectural drawings of proposed improvements Building elevations (if applicable) Engineering drawings Site plan Photographs (existing site/building conditions) Specifications & Cut Sheets (if applicable) Sample of Materials and/or colors (if applicable)	PDF File & 1 copy*

\*All copies submitted to the Planning Division are to be folded.

### Certificate of Appropriateness Overview

The Certificate of Appropriateness (COA) review process is designed to protect historic properties from insensitive alterations and to ensure new buildings are compatible in design with older buildings in the Old Orland Historic District. Per the Village of Orland Park's *Land Development Code*, a COA must be obtained before the construction, alteration, demolition, or removal of any structure within the District.

Prior to applying for a COA, petitioners must meet with Development Services Department staff to discuss the proposed project and complete a one (1) credit hour training session covering the Village's historic preservation codes, requirements and policies. The credit hour of training can be earned by reading the Historic Preservation Resident Handbook and signing a Certificate of Appropriateness Training affidavit. The affidavit is a binding acknowledgement by the petitioner to faithfully execute the proposed project according to the historic preservation requirements, codes, and guidelines in addition to abiding by the conditions stated in the COA. One (1) credit hour of training places a petitioner in good-standing with the Village's historic preservation program for one (1) calendar year, in which time any number of approved projects or improvements may be undertaken by the petitioner.

Depending on the scope of work, a COA may either be administratively reviewed and approved by the Development Services Department or taken before the Plan Commission for an advisory recommendation. For applications requiring additional approval, the Plan Commission weighs the proposal against the Land Development Code and Village Code then votes on a recommendation for the Committee of Trustees. The Committee reviews the project and provides an additional recommendation to the Board of Trustees. The Board of Trustees considers the staff, Plan Commission, and Committee recommendations, then decides to approve or deny a COA in a final review.

A complete COA petition must be received by the Development Services Department no fewer than twenty (20) business days prior to the next Plan Commission meeting in order to be scheduled for review. Plan Commission meetings are generally held on the second and fourth Tuesday of every month.

All work must be performed as specified in the conditions of the COA. Proposed changes or modifications to the work must be reviewed by the Plan Commission before those changes can be made. Failure to comply with the Village codes, requirements and policies shall result in the removal of any inappropriate materials, designs or other changes at the petitioner's expense and/or additional penalties or fines.

If you have any questions about the historic review process, please contact the Development Services Department at (708) 403-5300.

### **Review Process for Certificates of Appropriateness**

The tables below outline the Certificate of Appropriateness review and approval process for the three categories of buildings in the OOH District and landmarks and are followed by descriptions of the terms used. Once the required review and approval is obtained, building permits must be procured from the Village before the proposed work begins.

<b>Review and Approval Process for Contributing Structures and Landmarks</b>					
	<b>Public Hearing</b>	<b>Plan Commission</b>	<b>Committee of Trustees</b>	<b>Board of Trustees</b>	<b>Administrative Review</b>
<b>Major Change (All)</b>	X	X	X	X	
<b>Minor Change (Landmarks)</b>		X	X	X	
<b>Minor Change (Contributing Structures)</b>					X
<b>Routine Maintenance</b>					X
<b>COA for Demolition</b>	X	X	X	X	

<b>Review and Approval Process for Non-Contributing Structures and New Construction</b>					
	<b>Public Hearing</b>	<b>Plan Commission</b>	<b>Committee of Trustees</b>	<b>Board of Trustees</b>	<b>Administrative Review</b>
<b>Major Change (All)</b>					X
<b>Minor Change (All)</b>					X
<b>Routine Maintenance</b>					X
<b>COA for Demolition (All)</b>					Not Required
<b>New Construction (Freestanding Residential)</b>					X

**Contributing Structures:** Any building that reinforces the historic, cultural or architectural significance of the Historic District, and retains a significant portion of its architectural or design integrity. Contributing Structures in the Old Orland Historic District are identified in Map 1 of the Land Development Code Section 6-209.

**Landmarks:** Any building listed on the Local Register of Significant Places in Section 5-110 of the Land Development Code that reinforces the historic, cultural or architectural significance of Orland Park, and retains a significant portion of its architectural or design integrity.

**Non-Contributing Structure:** Any building that does not reinforce the historic, cultural or architectural significance of the Historic District.

**New Construction:** The construction of a freestanding structure on any developable lot, including new construction that involves additions to existing buildings.

**Major Change:** Substantial change to the exterior appearance of a structure, or any change to the impervious coverage on the site, including but not limited to:

- New construction or additions, including new decks, porches, driveways etc.
- Demolition of any contributing structure or any part of a contributing structure
- Relocation of buildings
- Significant alteration/ removal of historical or architectural features

All changes considered "Major" by the Development Services Department shall require a Public Notice prior to the Plan Commission meeting, as defined in the tables.

**Minor Change:** Changes that do not have a substantial impact on the exterior appearance of the structure or site, including alteration, addition or removal of exterior architectural elements such as doors, windows, fences, skylights, siding, exterior stairs, roofs, tuck-pointing etc.

**Routine Maintenance:** Includes repair or replacement of exterior elements where there is no change in the design, materials, or appearance of the structure or property such as gutters and downspouts, drive-ways etc. Landscape changes for gardens, planting beds, new trees, outdoor lighting for single family homes etc. will be considered as routine maintenance.

**Determination of Type of Change:** Any proposed changes to existing buildings and sites in the Old Orland Historic District will be considered a Major Change, a Minor Change or Routine Maintenance per the determination of the Development Services Department on a case by case basis, applying the above definitions.