



VILLAGE OF  
LONG GROVE

3110 Old McHenry Road

Phone: 847-634-9440

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longgrove.net

**Architectural Review Board  
Building Permit Pre-Application**

**1.0 General Information.**

1.1 **Applicant Name:** \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant's Interest in Subject Property: \_\_\_\_\_

1.2 **Owner (if different from Applicant).**

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

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

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

1.3 **Subject Property.**

Address of Property: \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal Description: Please attach Parcel Index Number(s): \_\_\_\_\_

Has any zoning variation or special use permit been granted for this property? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please identify the ordinance or other document granting such zoning relief \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

1.4 **Trustees Disclosure.**

Is title to the property in a land trust? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, full disclosure of all trustees and beneficiaries is required. Attach a copy of all documents showing ownership of the Subject Property and the Applicant's ownership, control of or interest in the Subject Property.

1.5 **Requested Action (Check as many as are applicable).**

\_\_\_\_ Sign Review.

\_\_\_\_ Anti-monotony Standards (Chapter 22).

\_\_\_\_ Other.

1.6 **Consultants.**

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers or attorneys:

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

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

Professional: \_\_\_\_\_

Professional: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

Professional: \_\_\_\_\_

Professional: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

1.7 **Village Officials or Employees.**

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes:\_\_\_ No:\_\_\_

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

1.8 **Repeat Application.**

Has any other application for the Subject Property been submitted to the Village and denied within the last two years? Yes \_\_\_ No \_\_\_\_\_

If yes attach a statement of the grounds justifying reconsideration.

2.0 **Required Submittals.**

\_\_\_\_\_ Fully completed application with letter addressing all the standards in this section.

\_\_\_\_\_ Non-refundable Filing Fee (\$30).

\_\_\_\_\_ Eighteen (18) Copies of Site Plan (Folded or Reduced to 8.5" x 11").

Site Plan must show all dimensions of, and improvements (existing and proposed) upon, the Subject Property, including buildings, driveways, walkways, and fencing. Site plan must also include all relevant zoning information, including lot area, floor area of all principle and accessory buildings, coverage of all impervious surfaces on lot, the heights of all structures, number of parking spaces, and all required yard setbacks.

\_\_\_\_\_ Eighteen (18) Copies of all Four Elevation Drawings of the Proposed Structure (Folded or Reduced to 8.5" x 11").

\_\_\_\_\_ Exterior Materials.

Describe the type, color, and texture of the exterior building materials for the proposed work described. \_\_\_\_\_

Samples of the exterior materials must be submitted for review. Applicant shall be required to certify that the samples match the above described materials.

\_\_\_\_\_ Eighteen (18) Copies of Vicinity Map (Folded or Reduced to 8.5" x 11").

Photographs.

Applicant must submit a least one (1) set of photographs of the Subject Property and its improvements, as well as photographs showing adjoining properties as viewed from Subject Property. Please identify subject and date of photograph on reverse side of photo.)

3.0 **CERTIFICATIONS.**

- 3.1 The Applicant and Owner certify that this pre-application is filed with the permission and consent of the owner of the Subject Property and that the person signing this pre-application is fully authorized to do so.
- 3.2 The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.
- 3.3 The Applicant acknowledges that the Village may seek additional information relating to this pre-application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying pre-application.
- 3.4 The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this pre-application, including any consultants' fees. By signing this pre-application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- 3.5 The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.
- 3.6 **The Owner (authorized representative for commercial buildings) must be present at the Architectural Review meeting.**

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

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

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_