

*City of Aurora Historic District / Landmark Certificate of Appropriateness Application*

ALL WORK MUST CONFORM WITH BUILDING CODES UNLESS A VARIATION IS GRANTED

**PLEASE COMPLETE AND RETURN TO THE PRESERVATION OFFICE**

Application Number:

Date Requested:

Applicant Name:

Address:

City, State, Zip:

Subject Property Address:

Historic Designation:



Computer ID No.:

Street Name:

File:

Date Submitted:

Day Phone:

Evening Phone:

- Applicant is owner
- Applicant is contract purchaser
- Applicant is acting on behalf of owner and has a signed statement or a signed contract from the owner authorizing the applicant to act on his/her behalf.

Description of existing condition:

**Please attach photos of the existing condition to the back of this sheet**

Date existing condition documented:

*City of Aurora Historic District / Landmark Certificate of Appropriateness Application*

ALL WORK MUST CONFORM WITH BUILDING CODES UNLESS A VARIATION IS GRANTED

Description of proposed modification:

\_\_\_\_\_  
Applicant Signature for Proposed Modification

\_\_\_\_\_  
Date

Please sketch proposed modifications on the back of this sheet. Project will be completed by:

drawings rendered by:

date:

These modifications will affect the following areas on the Subject Property:

- |  |   |
|--|---|
| <input type="checkbox"/> Roofs, Soffits, Gutters                             | <input type="checkbox"/> Exterior Doors   |
| <input type="checkbox"/> Chimney   | <input type="checkbox"/> Exterior Windows (Including storms or screens)                 |
| <input type="checkbox"/> Exterior Walls or Wall Covering (Siding, Shingles)  | <input type="checkbox"/> Porch Elements (Including supports, columns, railings, stairs) |
| <input type="checkbox"/> Exterior Masonry (Bricks, Stonework, Mortar)        | <input type="checkbox"/> Garage or Other Structure on Subject Property                  |
| <input type="checkbox"/> Exterior Lighting                                   | <input type="checkbox"/> Sidewalk or Driveway   |
| <input type="checkbox"/> Architectural or Decorative Ornamentation or Detail | <input type="checkbox"/> Other <input style="width: 200px;" type="text"/>               |
| <input type="checkbox"/> Fence   |   |

For Staff Use Only:

# *City of Aurora Historic District / Landmark Certificate of Appropriateness Application*

ALL WORK MUST CONFORM WITH BUILDING CODES UNLESS A VARIATION IS GRANTED

## REVIEW PROCEDURES FOR CERTIFICATES OF APPROPRIATENESS

A Certificate of Appropriateness (COA) is necessary prior to alteration, exterior construction, and exterior demolition of property designated as a local landmark, or located in a locally designated historic district (Section 37-81 of the Aurora Municipal Code). An Application for this certificate is available through the Historic Preservation Division of the Community Development Department, City of Aurora, 44 E. Downer Place, Aurora, IL 60507, or by calling (630) 844-3648. The completed application should be submitted to the director.

Upon receipt, the application will be processed as soon as possible. For minor modifications, a building permit may be obtained following staff approval, and the COA will be ratified at the following Preservation Commission meeting. For major modifications, a subcommittee of the Preservation Commission will review the proposal and provide a recommendation to the full Preservation Commission for approval of the COA. Building permits may be issued following a recommendation of approval by the subcommittee. All certificates will be reviewed using the following criteria from Section 37 of the Aurora Code of Ordinances, in addition to any approved design guidelines for historic districts. Section 37-83 provisions are:

1. Whether the proposed work will highlight or positively enhance any exterior feature of the property and improvements.
2. Whether any new improvements will have a positive effect and harmonize with the external appearance of neighboring improvements.
3. The extent and process of any proposed demolition and subsequent changes in landscaping.
4. Whether the proposed work will result in the maintenance or addition of site landscaping and other vegetation.
5. A report from the building inspector on the state of repair and structural stability of the improvement under consideration.
6. Any changes in the essential character of the area which would occur as a result of approval of the certificate.
7. Whether the proposed work conforms to the following design criteria as well as any specific guidelines which the commission may adopt with the approval of the city council:
  - a. Height. the height of the proposed structure or additions or alterations should be compatible with surrounding structures
  - b. Proportions of front façade. The proportion between the width and height of the proposed structure should be compatible with nearby structures.
  - c. Proportions of openings into the facility. The proportions and relationships between doors and windows should be compatible with the existing structures.
  - d. Relationship of building masses and spaces. The relationship of a structure to the open space between it and adjoining structures should be compatible.
  - e. Roof shape. The design of the roof should be compatible with adjoining structures.
  - f. Landscape and appurtenances. Landscaping and the use of appurtenances should be sensitive to the individual structures, its occupants, and their need. Further, the landscaped treatment should be compatible with surrounding structures and landscapes.
  - g. Scale of structure. The scale of the structure should be compatible with surrounding structure.
  - h. Directional expression of front elevation. Street facades should blend with other structures with regard to directional expression. When adjacent structures have dominant horizontal or vertical expression, this should be carried over and reflected.
  - i. Architectural Details. Architectural details and materials should be incorporated as necessary to relate the new with the old, to preserve and enhance the inherent characteristics of that area.

All certificates will be reviewed using the criteria in Section 37-83 of the Aurora Code of Ordinances, in addition to any approved design guidelines for the historic district or for landmarks.

By signing below, I attest that I have read and do understand the above Review Procedures for Certificates of Appropriateness. I also agree that all information submitted on this application is true and accurate to the best of my knowledge.

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

\_\_\_\_\_  
Date