



CERTIFICATE OF APPROPRIATENESS REVIEW GUIDE

Historic Preservation Commission
Village Board of Trustees

Village of Libertyville
Community Development Department
325 N. Milwaukee Avenue, Suite 203
Libertyville, Illinois 60048
(847) 918-2028

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INTRODUCTION

The primary purpose of this guide is to provide an overview of the Village's historic preservation review process. This guide is intended to help individuals gain a better understanding of the process and to help reduce any confusion individuals may have when applying for a Certificate of Appropriateness. A clear understanding of this process will help with the timely review of exterior design applications by the Village.

It should be noted that the information contained in this document is general in nature. This guide is not a substitute for any Village ordinances or related documents, but is intended to supplement their use. Always consult the appropriate Village ordinances for more detailed information.

WHAT TYPES OF EXTERIOR DESIGN ELEMENTS REQUIRE VILLAGE REVIEW?

There are a variety of proposals that require review of exterior design elements by the Village's Historic Preservation Commission (HPC). These proposals range in scope from a single sign or building addition, to new commercial or residential developments. Exterior design elements are reviewed by the HPC to address aesthetic-related issues.

The HPC reviews the following exterior design elements for development within the Village. Building elevations for new buildings and modifications to existing buildings, will be reviewed for color, material, and overall appearance. Demolitions of any structures located within an Historic District or structures that are Local Landmarks will be subject to review. Landscaping for both new projects and modifications to existing sites will be reviewed with respect to species, size, location, and quantity. Signage and lighting are also reviewed for location, size, and appearance.

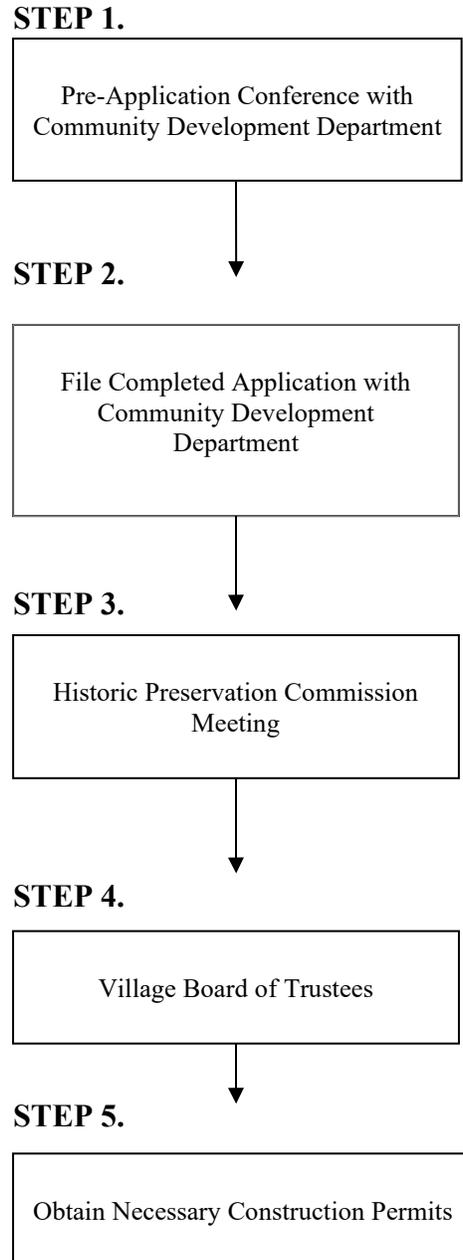
Since there is a wide range of exterior design elements that require varying degrees of review by the Village, it is extremely important to contact the Community Development Department before starting any exterior design activity in the Village. A short discussion with a representative of the Community Development Department can help to determine what reviews and administrative actions, if any, are necessary and may assist in the prevention of unnecessary delays and expense. Administrative actions, such as a special use permit or variation may be necessary for the proposal to comply with Village ordinances.

NOTE: Not all exterior design elements require review by the HPC. To determine if exterior design elements will require HPC review, contact the Community Development Department (847) 918-2028.

GENERAL OVERVIEW OF CERTIFICATE OF APPROPRIATENESS PROCESS

A general overview of the Certificate of Appropriateness Process is shown in Figure 1 (shown below). The flow chart provides an outline of the steps in the review process for most exterior design elements in the Village requiring review by the HPC. A detailed explanation of each step follows the flow chart.

Figure 1. Flow Chart of the Certificate of Appropriateness Process



STEP 1. Pre-Application Conference with the Community Development Department

The first step in the receiving a Certificate of Appropriateness is to schedule the Pre-Application Conference with the Community Development Department. The purpose of the Pre-Application Conference is to help the applicant understand Village requirements that apply to the exterior design feature, learn what administrative actions, if any, are necessary for approval, and outline the procedures and documentation required for filing an application with the Village. This conference also allows the Department Staff an opportunity to gain a better understanding of the proposal.

STEP 2. File Completed Application with the Community Development Department

The second step in the Certificate of Appropriateness review and approval process is to file a completed application and necessary documentation with the Department. *An application will be accepted by Staff only if the following requirements are met: all information is complete and accurate, all required drawings and documents are submitted with the correct number of sets (refer to Submittal Requirements, pp. 5 and 6), and the filing fee is paid.* When these requirements are met, the Department Staff will inform the applicant of the public meeting date and begin the administrative processing of the application.

STEP 3. Historic Preservation Commission Meeting

The third step in the Certificate of Appropriateness (CoA) review and approval process is the HPC meeting. The HPC conducts a public meeting to review certain exterior design proposals for compliance with Section 7-120 (Municipal Code) of the Village's Historic Preservation Design Guidelines. The HPC reviews exterior design elements for aesthetics only and makes a recommendation on the proposal, for approval, approval with conditions, or denial. This recommendation is then forwarded to the Village Board for consideration. Certain exterior design proposals may require additional Village approvals (i.e. administrative actions). Upon approval of an application, the Commission will direct the Planning Division to issue a CoA. The CoA will be valid for one (1) year from the date issued by the Commission. Issuance of a CoA does not imply the project meets other requirements of the Village of Libertyville.

STEP 4. Village Board of Trustees

The fourth step in the Certificate of Appropriateness review and approval process is the Village Board meeting. The Village Board of Trustees will act on the HPC recommendation in one of the following ways:

APPROVAL – The request is granted.

APPROVAL WITH CONDITIONS – The request is granted, but the applicant must meet certain conditions required by the Board.

DENIAL – The request is not granted.

STEP 5. Obtain Necessary Construction Permits

Once an applicant has received approval from the Historic Preservation Commission or Village Board, the applicant must then apply for all other necessary construction permits.

CONCLUSION

The Certificate of Appropriateness process for the Village of Libertyville doesn't have to be a puzzling experience for individuals unfamiliar with Village regulations. This guide is intended to provide a general, but clear overview of this process and to help individuals become familiar with the steps necessary during the review of an exterior design feature.

It is important to remember that this document is merely a guide and not a substitute for other Village codes and ordinances. For an accurate account of required procedures, consult the specific Village code or ordinance, or contact the Village Hall.

SUBMITTAL REQUIREMENTS

The following materials are the minimum required for filing and processing an exterior design application with the Village of Libertyville. Additional materials may be required by ordinance or by Village Staff. All exhibits required for the permanent file are noted and must be reduced to “legal size” (8.5" x 14") by folding, photo reduction, etc. However, larger mounting boards, material samples, or other exhibits not meeting these criteria may be used during the Commission presentation.

One (1) copy of:

1. Certificate of Appropriateness Application
 - Filled out completely with accurate information, signed and dated
2. Property Owner’s Authorization (if the applicant is not the property owner)
 - Filled out completely with accurate information, signed, dated, and notarized
3. Fee (See p. 8 for Fee Schedule)
4. Electronic File
 - An electronic file that includes all required submittal information in one PDF formatted document and submitted to planningapp@libertyville.com.

Fourteen (14) copies of:

(All copies should be submitted in color where applicable.)

1. New Building Construction, Exterior Remodeling, and Additions:
 - a) Narrative. A narrative is required containing a description of the proposal.
 - b) Site Plan. A site plan is required containing the following information:
 - Scale and north arrow
 - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows.
 - Location of all existing (to remain) and proposed buildings on the site
 - c) Elevations. Complete elevations of all proposed construction and related elevations of existing structures (if any), are required containing the following information:
 - Scale
 - All signs to be mounted on the elevations
 - Type, color and texture of all primary materials to be used
2. Landscaping:
 - a) Narrative. A narrative is required containing a description of the proposal.
 - b) Site Plan. A site plan is required containing the following information:

- Scale and north arrow
- Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows.
- Location of all existing (to remain) and proposed buildings on the site
- Calculations for determining the required number of trees to be placed within the proposed parking area, as well as the designation of required buffer screens (i.e. landscaping, fencing, etc.) between the parking area and adjacent property
- Existing landscaping to remain and proposed new landscaping shall be differentiated along with the type, size, number and spacing of all plantings

3. Signs:

- a) Narrative. A written narrative is required containing a description of the proposal.
- b) Free-standing Signs.
- A site plan is required containing the following information:
 - (a) Scale and north arrow;
 - (b) All property and street pavement lines;
 - (c) Location of existing and proposed landscaping;
 - (d) Location of all buildings on the site;
 - (e) Location and height of all existing (to remain) and proposed signs on the site, showing proposed setbacks for sign from property lines.
 - A scaled drawing of each face of the proposed free-standing sign is required showing the following information:
 - (a) All size specifications, including the size of letters and graphics;
 - (b) Description of sign and frame materials and colors.
- c) Wall Signs.
- An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the proposed sign(s)
 - A scaled drawing of each face of the proposed wall sign is required showing the following information:
 - (a) All size specifications, including the size of letters and graphics;
 - (b) Description of sign and frame materials and colors.
 - (c) Floor plan with scale and dimensions indicated.

4. Lighting:

- a) Narrative. A narrative is required containing a description of the proposal.
- b) Site Plan. A site plan is required containing the following information:
- Scale and north arrow
 - All property and street pavement lines
 - Location and height of all existing (to remain) and proposed buildings on the site

- Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows.
- Location of all existing (to remain) and proposed lighting standards, complete with photometric (foot-candle) diagram

c) Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:

- All size specifications, materials and colors
- Information on lighting intensity (number of watts, photometric diagram, etc.)

HISTORIC PRESERVATION COMMISSION REGULAR MEETINGS

2026

The Historic Preservation Commission meets on the third Monday of each month at 4:00 p.m., at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048, on the following dates*:

Meeting Date	Submittal Date
January 19, 2026	January 9, 2026
February 16, 2026	January 30, 2026
March 16, 2026	March 6, 2026
April 20, 2026	April 3, 2026
May 18, 2026	May 8, 2026
June 15, 2026	June 5, 2026
July 20, 2026	July 10, 2026
August 17, 2026	August 7, 2026
September 28, 2026	September 11, 2026
October 19, 2026	October 9, 2026
November 16, 2026	October 30, 2026
December 21, 2026	December 11, 2026

BOARD OF TRUSTEES REGULAR MEETINGS

2026

JANUARY 13 and 27, 2026
FEBRUARY 10 and 24, 2026
MARCH 10 and 24, 2026
APRIL 14 and 28, 2026
MAY 12 and 26, 2026
JUNE 9 and 23, 2026

JULY 14 and 28, 2026
AUGUST 11 and 25, 2026
SEPTEMBER 8 and 22, 2026
OCTOBER 13 and 27, 2026
NOVEMBER 10 and 24, 2026
DECEMBER 8, 2026

Regular meetings of the Village Board of Trustees are held at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048 on the dates listed below*. Meetings begin at 7:00 p.m. or soon thereafter. Dates and times for special meetings and workshops, which may be held occasionally, are noticed in the newspaper before the date of the meeting.

**Dates and locations may be subject to change. Contact Village Hall to confirm meeting dates and locations.*

**2026 FEE SCHEDULE
DEVELOPMENT APPLICATIONS**

<u>DEVELOPMENT ACTION</u>	<u>FEE</u>
Signage, Rooftop Screening, Fencing	\$100.00
All Other Exterior Design Proposals	\$200.00
Exterior Design Proposals and Signage	\$300.00

Village of Libertyville

Departmental Phone Directory

Administration Department (847) 362-2430

Kelly A. Amidei
Village Administrator

Ashley Engelmann
Deputy Village Administrator

Denise Joseph
Director of Finance

Community Development Department

Heather J. Rowe
Director of Community Development

Tony Repp
Deputy Director of Community Development

Building Division (847) 918-2020

Keith Gronke
Building Division Manager/Building Commissioner

Pat Geske
Plan Reviewer

Jack Sievert
Plumbing Inspector

Michael Boston
Plumbing Inspector

Bob Leavitt
Electrical Inspector

Jack Jensen
Code Compliance/Building Inspector

Peter Brockman
Code Compliance Inspector

Planning Division/Economic Development Division (847) 918-2028

Vacant
Senior Planner

Wil Richardson
Planner

Mary Oshana
Economic Development Manager

Fire Department (847) 362-5664 (*Non-Emergency*)

Mike Pakosta
Fire Chief

Mike Weaver
Director of Fire Prevention

Parks Department (847) 918-2074

David Thornborough
Superintendent of Parks

Police Department (847) 362-8310 (*Non-Emergency*)

Ed Roncone
Police Chief

Department of Public Works (847) 362-3434

Paul Kendzior
Director of Public Works

Engineering Division (847) 918-2100

Jeff Cooper
Deputy Director of Public Works/Village Engineer

Linda Carlson
Project Engineer

CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF LIBERTYVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
325 N. MILWAUKEE AVENUE, SUITE 203
LIBERTYVILLE, IL 60048
(847) 918-2028

DATE: _____



<u>REQUESTED ACTION(S) (check all that apply)</u>	
<input type="checkbox"/> Building Facades	<input type="checkbox"/> Lighting
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage
<input type="checkbox"/> Other _____	

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE HISTORIC PRESERVATION COMMISSION OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) _____ represents that they are the OWNER _____, AUTHORIZED AGENT _____ (please check correct term) of the property commonly known as: (street address) _____ .

If someone other than the applicant(s) has the title to the property, please provide a written statement from the owner(s) which acknowledges and consents to this request.

The property is now classified under the Libertyville Zoning Code and is located in the _____ District.

Applicant/Representative Signature

Address of Applicant/Representative

Phone Number

E-mail

NOTE! If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

**VILLAGE OF LIBERTYVILLE
PROPERTY OWNER'S AUTHORIZATION
FOR HPC**

DATE: _____

I, _____, Owner of the
Property Owner
property located at _____, do hereby
Address/Location
authorize _____ to represent me in the following
Authorized Agent
HPC matter(s), _____
Action(s)
in the Village of Libertyville.

Notary Signature

(SEAL)

Property Owner Signature

Property Owner Name, Printed

Address

Phone Number