



# **APPEARANCE REVIEW GUIDE**

Appearance Review Commission  
Village Board of Trustees

Village of Libertyville  
Community Development Department  
200 E. Cook Avenue  
Libertyville, Illinois 60048  
(847) 918-2028

January 2022

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Prepared by: Community Development Department

## INTRODUCTION

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The primary purpose of this guide is to provide an overview of the Village's appearance 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 the Appearance Review Commission. 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?

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There are a variety of proposals that require review of exterior design elements by the Village's Appearance Review Commission (ARC). These proposals range in scope from a single sign or building addition, to developments such as a new 200,000 square foot commercial building or a new commercial or residential subdivision. Exterior design elements are reviewed by the ARC to address aesthetic-related issues.

The ARC 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. 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.

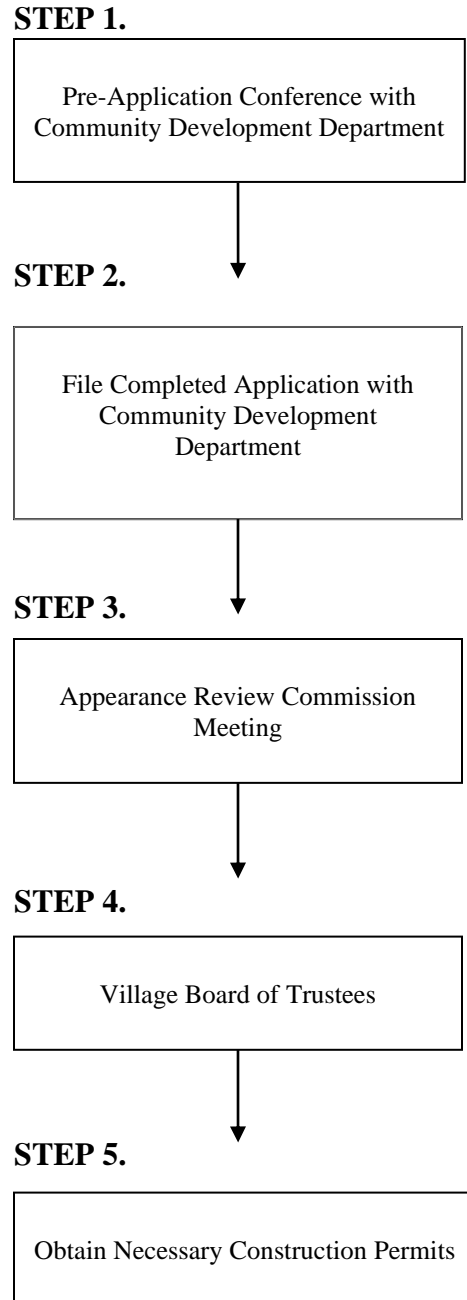
*NOTE: Not all exterior design elements require review by the ARC. To determine if exterior design elements will require ARC review, contact the Community Development Department (847) 918-2028.*

## GENERAL OVERVIEW OF APPEARANCE REVIEW AND APPROVAL PROCESS

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A general overview of the Appearance Review 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 ARC. A detailed explanation of each step follows the flow chart.

**Figure 1.** Flow Chart of the Appearance Review Process



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

The first step in the appearance review and approval process 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 appearance 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. Appearance Review Commission Meeting**

The third step in the appearance review and approval process is the ARC meeting. The ARC conducts a public meeting to review certain exterior design proposals for compliance with the Village's Appearance Review Code. The ARC 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).

**STEP 4. Village Board of Trustees**

The fourth step in the appearance review and approval process is the Village Board meeting. The Village Board of Trustees will act on the ARC 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 Appearance Review Commission and Village Board, the applicant must then apply for all other necessary construction permits.

## **CONCLUSION**

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The appearance review 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. Appearance Review 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
  - Submit an electronic file via e-mail or flash drive that includes all of the submitted information

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 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.)

**APPEARANCE REVIEW COMMISSION REGULAR MEETINGS**

2022

The Appearance Review Commission meets on the third Monday of each month at 5:00 p.m., at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048, on the following dates\*:

<b>Meeting Date</b>	<b>Submittal Date</b>
January 17, 2022	January 7, 2022
February 21, 2022	February 4, 2022
March 21, 2022	March 11, 2022
April 18, 2022	April 8, 2022
May 16, 2022	May 6, 2022
June 20, 2022	June 10, 2022
July 18, 2022	July 8, 2022
August 15, 2022	August 5, 2022
September 19, 2022	September 9, 2022
October 17, 2022	October 7, 2022
November 21, 2022	October 28, 2022
December 19, 2022	December 9, 2022

**BOARD OF TRUSTEES REGULAR MEETINGS**

2022

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 8:00 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.

JANUARY 11 and 25, 2022  
FEBRUARY 8 and 22, 2022  
MARCH 8 and 22, 2022  
APRIL 12 and 26, 2022  
MAY 10 and 24, 2022  
JUNE 14 and 28, 2022

JULY 12 and 26, 2022  
AUGUST 9 and 23, 2022  
SEPTEMBER 13 and 27, 2022  
OCTOBER 11 and 25, 2022  
NOVEMBER 8 and 22, 2022  
DECEMBER 13, 2022

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

**2022 FEE SCHEDULE  
DEVELOPMENT APPLICATIONS**

<b><u>DEVELOPMENT ACTION</u></b>	<b><u>FEE</u></b>
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*

Nicholas Mostardo  
*Director of Finance*

### **Community Development Department**

John P. Spoden  
*Director of Community Development*

#### **Building Division** (847) 918-2020

David J. Fischer  
*Building Commissioner*

Pat Geske  
*Plan Reviewer*

Allen LeBlanc  
*Plumbing Inspector*

Bob Leavitt  
*Electrical Inspector*

Jack Jensen  
*Code Compliance/Building Inspector*

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

David Smith  
*Senior Planner*

Chris Sandine  
*Associate Planner*

Heather Rowe  
*Economic Development Manager*

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

Richard M. Carani  
*Fire Chief*

Mike Weaver  
*Fire Prevention Bureau*

### **Parks and Recreation 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  
*Village Engineer*

Linda Carlson  
*Project Engineer*

# APPEARANCE REVIEW APPLICATION

VILLAGE OF LIBERTYVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT  
200 EAST COOK AVENUE  
LIBERTYVILLE, IL 60048  
(847) 918-2028  
(847) 367-5148 (Fax)

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 APPEARANCE REVIEW 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 ARC**

DATE: \_\_\_\_\_

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

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

(SEAL)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name, Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number