



WILL COUNTY HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION
 Will County Land Use Department • Administration and Planning Division
 58 E. Clinton St., Suite 500 • Joliet, Illinois 60432
 Telephone (815) 774-7902 • Facsimile (815) 774-7908
Internet Site - <http://www.willcountylanduse.com>

PART A – APPLICANT INFORMATION

Owner Information			
Full Name			
Owner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agent/Attorney Information (if different from above)			
Full Name	<i>Last:</i>	<i>First:</i>	
Agent/Attorney Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			
Contractor Information			
Full Name	<i>Last:</i>	<i>First:</i>	
Owner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	

PART B – Location of Alteration/Construction/Demolition/Maintenance

Property Information			
PIN(s)			
Township		Section	
Property Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Common Name of Landmark / Preservation District			

PART C – Details of Alteration/Construction/Demolition/Maintenance

Brief description of work to be done (attach detailed scope of work):

Purpose of work to be done:

Building to be used for (if applicable): _____

Time frame for work to be done: _____

Total cost of construction (including labor): \$ _____

PART D - Signature and Notarization

I, (We) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I, (We) consent to the entry in or upon the premises described in this application by any authorized official of the County of Will for the purposes of completing any reviews for the reports necessary by the submittal of this application.

I, (We) understand that no Certificate of Appropriateness shall be invalid if twenty-four (24) months have elapsed after issuance of the certificate and no building permit has been issued or if twenty-four (24) months have elapsed after issuance of the last building permit and the project has not been completed.

County of Will)
) SS
State of Illinois)

_____, being first duly sworn, on oath deposes and says that all of the above statements contained in the documents submitted herewith are true.

Subscribed and sworn before me on this _____ day of _____, 20__.

Notary Public Stamp

Signature of Notary

Signature of Owner(s)

PART E – Will County Use Only

Approved/Denied: _____ HPC Date: _____

Conditions: _____

I understand and agree to the above listed conditions. _____

Applicant Signature/Date

Guidelines for Certificate of Appropriateness Applications

Review of Certificate of Appropriateness Applications:

The Commission shall consider the following design guidelines, among other standards, when reviewing applications for Certificates of Appropriateness.

- Height
- Proportions of Windows and Doors
- Relationship of Building Masses and Spaces
- Roof Shape
- Landscaping
- Scale
- Directional Expression
- Architectural Details

Determination of Certificate of Appropriateness Applications:

Within fifteen (15) days after support staff review, or from the date of the regular meeting, or from the close of a public hearing concerning an application for Certificate of Appropriateness, or within such further time as the applicant for said Certificate (and/or Permit) approves in writing, the Commission shall determine approval or denial of the Certificate of Appropriateness.

Notification of approval or denial will be sent to the applicant within seven (7) days following the determination of the Commission.

Certificate of Appropriateness will become VOID:

1. If there is any change in the scope of work pursuant to the approved application subsequent to the issuance of the Certificate; or
2. If twenty-four (24) months have elapsed, after issuance of the Certificate and no building permit has been issued or if twenty-four (24) months have lapsed after issuance of the last building permit and the project has not been completed.

This application does not fulfill the requirements of other Will County Land Use Department Divisions and a Will County Building Permit may be required for the proposed work.

Return the completed application to:

Will County Historic Preservation Commission
c/o Will County Land Use Department
58 E. Clinton St., Suite 500
Joliet, IL 60432