



# Application for Certificate of Appropriateness (COA)

**NOTICE: This form is not a permit application.**

**Application Required:** This application is required for all scopes of exterior work, including minor, major, and window/door replacement projects affecting Evanston landmarks and properties within local Evanston historic districts when a permit is required and when work is visible from the public way (street, alley, sidewalk, or other parcel of land appropriated to the public for public use).

**Submission Deadline:** To ensure timely processing of your application, submit this application no less than **15 business days** before the second Tuesday of each month. **Incomplete applications will not be accepted.** Refer to the **Submittal Requirements, pages within this application to ensure completeness.** Upon receipt of your application, staff will determine whether the proposal can be reviewed administratively, or whether it will be referred to the Preservation Commission for review and action. Completed applications referred to the Commission will be scheduled for review at the next available meeting as long as all required information is provided by the deadline and the number of items on the agenda allows.

**For more information:** It is encouraged, but not required, to meet with staff to review submittal requirements prior to submitting. To set up a meeting or to answer any questions as to which requirements apply to your project, please contact Cade W. Sterling at (847) 448-8231 or email: csterling@cityofevanston.org

## Section A. Required Information (Print Clearly)

<b>1) Property Address:</b>		<b>FOR STAFF USE ONLY</b>		
		<b>Application Number:</b>		
<b>2) Applicant's Name:</b>		Address:		
City:	State:	Zip:	Phone:	Email:
<b>3) Owner's Name:</b>		Address:		
City:	State:	Zip:	Phone:	Email:
<b>4) Applicant's Relationship to the Owner:</b> <input type="checkbox"/> Same <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other:				
<b>5) Landmark:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>6) Within Local Historic District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No;				
If yes, <input type="checkbox"/> Lakeshore <input type="checkbox"/> Ridge <input type="checkbox"/> Northeast Evanston <input type="checkbox"/> Woman's Christian Temperance Union				
<b>7) Refer to the completed Zoning Analysis and check as applicable if your project requires:</b>				
<input type="checkbox"/> Major Zoning Variance; <input type="checkbox"/> Special Use; <input type="checkbox"/> Planned Development → <b>If any are checked, additional submission requirements may apply. A member of the Planning &amp; Zoning Division will contact you.</b>				
<b>8) Acknowledgement of Potential Archaeological Resources:</b> <input type="checkbox"/> I acknowledge that if any archaeological materials are encountered during construction, I will stop work and notify the Planning & Zoning Division immediately. An approved Certificate of Appropriateness is not a clearance for purposes of the Illinois Human Remains Protection Act as amended. (20 ILCS 3440)				
<b>9) Applicants Signature:</b> I acknowledge that I understand the requirements for what constitutes a complete application and affirm that the requirements for a complete application have been met.				
				Date: _____

## Section B: Application for Certificate of Appropriateness

- 1) Describe, in detail, the proposed activity and reason for requesting a Certificate of Appropriateness.

Attach a separate sheet or sheets if necessary.

- 2) Select standards from the [Binding Review Standards](#) that you believe are most relevant to your proposal. Then describe, in detail, how your proposal meets the standards you have selected.

Attach a separate sheet or sheets if necessary.

(For assistance selecting relevant standards contact Cade W. Sterling, City of Evanston Preservation Planner: [csterling@cityofevanston.org](mailto:csterling@cityofevanston.org) or 847-448-8231.)

## **CERTIFICATE OF APPROPRIATENESS SUBMITTAL REQUIREMENTS**

### **☐ REPAIR, REPLACEMENT, RE-POINTING, SOLAR INSTALLATION, AND SITEWORK INCLUDING NEW PATIOS, TERRACES, OR WALKWAYS**

- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative (Section B) that includes how the proposal meets the [Binding Review Standards](#).
- Plat of survey that accurately represents current conditions of the property.
- As applicable, provide a to-scale existing and proposed site plan (roof plan for solar installation) clearly showing the proposed change(s) with dimensions of proposed features, setbacks from proximate lot lines, and material annotations. An aerial image or birds eye photo with areas of work identified will be sufficient for proposed roof replacement and re-pointing.
- Labeled, color photographs showing all exterior views of the building, structure, and/or site including all areas of proposed work and any areas of deterioration. Google street view or other non-current photos will not be accepted.
- If materials are being proposed for repair or replacement that are other than an exact match to original, physical or visual samples or manufacturer brochures must be submitted.
- Any additional information that is requested after your initial consultation with staff or as requested by the Commission's Pre-Application Review Subcommittee.

☐ **FENCES** – Provide a plat of survey with the existing and proposed fence and gate location(s) clearly identified. Include photos of the existing fence and any gates, and an illustration or sample photo of the proposed fence and gate style(s).

### **☐ REPLACEMENT OF WINDOWS, DOORS, and SKYLIGHTS**

Due to the sensitivity required for window and door replacement, the Commission has created additional resources for applicants (available following the links below or accessing the Preservation Commissions webpage) including separate design guidelines, a sample best practice submission, and sample drawings for wood and steel windows.

- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative (Section B) that includes how the proposal meets the [Binding Review Standards](#).
- Context photos of all impacted elevations with the location of new or altered windows/doors labeled by number and by type. If there are typical windows (more than one of the same size material, and operating style), label each window type A,B,C etc. If there are multiple windows for a single type, those would be labeled as, 1A, 2A, 3A etc. Google street view or other non-current photos will not be accepted.
- Condition photos, interior and exterior, of all windows and doors scheduled for replacement. Labels on condition photos should match those on the context photos above.
- If replacing original or historic wood windows, provide information on the viability of restoration/repair. This must come from a licensed general contractor, architect, or restoration specialist on the provider's letterhead, not from the window supplier/contractor.
- To-scale and labeled floor plans (recommended if new window openings are proposed).
- To-scale, existing and proposed elevation and section drawings for each window type presented side-by-side on the same sheet. Drawings must include annotations and dimensions including the overall window opening, stile, top and bottom rail, meeting rail, muntin, sill, and exterior trim or moulding profiles. Drawings of existing windows must be based on field measurements. For all drawings, the window's relationship to the existing wall plane must also be provided.

**Important Notice:** Manufacturers' standard cut sheets are not an acceptable substitute for detailed drawings since they are not drawn specifically for the proposed window replacement and do not show custom applications or installation details required for the project.

**☐ MAJOR ALTERATIONS, ADDITIONS, NEW CONSTRUCTION, RELOCATION, AND DEMOLITION**

If a major alteration, construction or relocation, or demolition is planned, City staff will notify neighbors within 250 feet of the subject property at least five (5) business days prior to the Preservation Commission hearing. The applicant is responsible for paying the mailing fee.

- **Zoning Analysis Required:** A completed Zoning Analysis must be submitted with the COA application. Zoning staff requires at least 10 business days to complete a zoning analysis. During the height of construction season, zoning analysis reviews may take longer. Applicants must give themselves enough time to request a zoning analysis in order to meet the COA deadline below.
- 1 copy of a completed COA Application Form and all supporting written information including a detailed project narrative (Section B) that includes how the proposal meets the [Binding Review Standards](#).
- Plat of survey that accurately represents the current conditions of the property including the location of existing trees with their size and species identified.
- Drawings that accurately indicate existing conditions and all proposed changes and areas of new work
  - To-scale existing and proposed site plan clearly showing the proposed change(s) with dimensions of proposed features, setbacks from proximate lot lines, material annotations, and approximate location of major structures on adjacent lots.
  - Labeled, color photographs showing all exterior views of the building, structure, and/or site including all areas of proposed work and any areas of deterioration which demonstrate why repair is not possible. If a change in height, scale, or massing is proposed, provide photos of the existing structure in context with the immediate structures on the block to which it is visually related. Google street view or other non-current photos will not be accepted.
  - To-scale, annotated, and dimensioned existing and proposed exterior elevations side-by-side on the same sheet (as possible). Elevations must clearly annotate all building materials, window types, trim types and sizes, etc.
  - If the proposal includes changes or additions to the original roof, include to-scale and annotated existing and proposed roof plans including details such as configuration, slope, overhang dimensions, and the new roof transitions into existing.
  - For new additions and new free-standing construction, 3D drawings, models, or axonometric drawings in context with the primary structure and its immediate surroundings are required. Context includes adjoining structures on adjoining lots. **This requirement may be waived for new garages and smaller accessory structures.**
  - For proposed free-standing construction including ADU's, Coach Houses, and new Principle Structures along streets, block studies showing the visual, massing, and other proportional relationships of the proposed structure to the structures it is visually related to shall be provided.
  - Details or sections if required to explain areas of complexity.
- For proposed demolition, include photos and narratives demonstrating the current conditions that necessitate demolition and why repair or rehabilitation are not possible or being pursued. Depending on the proposal, staff may require a statement from a structural engineer.

☐ **FEE** – Proposals which are referred to the Preservation Commission for review are subject to a preservation fee per Code Section 2-8-16. An invoice will be sent to the applicant following receipt of a complete application. **The invoice must be paid prior to a case being scheduled for review.**