

Village of



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908

E-mail: info@villageofkenilworth.org

BUILDING REVIEW COMMISSION APPLICATION FOR APPROVAL OF DEMOLITION

Property Address: _____

Date Submitted: _____

Applicant Information

Applicant:

Name _____

Address _____

Email _____

Telephone (Home and Work) _____

Fax _____

Owner Information (If Different Than Applicant):

Name (All Persons Holding Ownership, Partnership, Corporation, or Trust) _____

Address _____

Email _____

Telephone (Home & Work) _____

Fax _____

Owner's Signature (Required)

Architect Information (If Applicable):

Name _____

Address _____

Email _____

Telephone _____

Fax _____

Application Requirements

Submit 12 copies of the Application and the following items:

- ___(a) A plat of survey prepared and sealed by an Illinois licensed surveyor. Include legal description.
- ___(b) A utilities plan, drawn to scale, depicting the location of all proposed construction fencing and the location of all existing underground utilities on the property.
- ___(c) A proposed demolition schedule.
- ___(d) A list of addresses of all properties located in whole or in part within 500 feet of the subject property.
- ___(e) Proof of ownership (title policy, property deed, etc.).
- ___(f) The name and address of the demolition contractor.
- ___(g) A summary of the architectural and historic character of the building to be demolished:
 - (1) Original date of construction: _____
 - (2) Name of original architect: _____
 - (3) List of all prior owners (and their dates of ownership) from the records of the Cook County Recorder of Deeds office. Provide summary of owners and copy of ownership records.
 - (4) Photographs of all exterior elevations of the building and any accessory structures, such as a garage, (All photographs are to be clearly labeled with the address of the property, the name of the owner, the subject of the photograph, the direction from which the photograph was taken, and the name of the photographer).
 - (5) Photographs of all major interior features (front hall, dining room, living room, kitchen, staircase, etc.)(All photographs are to be clearly labeled with detailed information, including the address of the property, the name of the owner, the subject of the photograph, the direction from which the photograph was taken, and the name of the photographer).
 - (6) Detailed, close-up photographs of distinctive interior and exterior architectural features (moldings, doors, balustrade, fireplace, decorative plaster, stained glass windows, etc.)(All photographs are to be clearly labeled with the address of the property, the name of the owner, the subject of the photograph, the direction from which the photograph was taken, and the name of the photographer).

(7) Description of distinctive architectural features and building materials (wood carvings, decorative plaster work, etc.).

(8) Floor plans to scale of all floors of the building and any accessory structures such as a garage.

(9) Copy of Village of Kenilworth's permits records of the building.

(10) Copy of Kenilworth Historical Society's records of the building.

___(i) Area map depicting subject property in relation to adjacent properties and buildings.

Fees

1. \$350.00 Filing fee

2. \$7,000.00 Demolition Escrow

- \$2,000.00 escrow for historian's report prepared prior to Building Review Commission Meeting.
- \$5,000.00 escrow for architectural consulting for a building determined to be of special importance at the Building Review Commission Meeting.



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Application for Demolition Permit

Purpose: (a) To review applications for demolition permits to determine whether a building is of special importance due to its historic and/or architectural significance.
(b) To order that the issuance of a demolition permit be delayed to allow an opportunity to determine alternatives to demolition of a building that is historically or architecturally significant.

The Building Review Commission (BRC) reviews applications for the demolition or removal of 50 percent or more of the floor area of any building or buildings on the same lot, or the demolition or removal of 50 percent or more of the structural elements of the walls or façade of a building or buildings on the same lot facing a street in any district zoned R-1, R-2, R-3, R-4, B-1, B-2, or B-3.

Process: No demolition permit application will be accepted for processing unless it is complete and is accompanied by all applicable fees, deposits, and all other items requested on the application.

After an application for a demolition permit is received, the code official and a member of the BRC will determine as to whether the application is complete within 10 days. The Applicant will be notified of any missing items.

Application Review and Meeting: Within 90 days after the demolition application is deemed to be complete, the Building Review Commission will meet to determine whether the building is of special importance. In connection with this review, the BRC will engage an architectural historian to research the history of the property and prepare a report. Up to \$2,000 of the Demolition Escrow will be used for this report. A neighbor notice regarding the BRC meeting will be sent to property owners within 500 feet of the subject property. This notice will be sent 10-30 days before the meeting.

Determination and Findings: If the Building Review Commission shall determine the building is not of special importance, the Applicant is permitted to submit a building permit application for a new replacement building. If the Building Review Commission determines a building is of special importance, there will be a delay of 180 days before a building permit application for a new replacement building can be submitted.

If you have any comments, please contact the Kenilworth Community Development Department at (847) 251-1666