



## **Appearance Commission Application Packet**

Village of Morton Grove  
Department of Community and Economic Development  
6101 Capulina Avenue  
Morton Grove, Illinois 60053  
[commdev@mortongroveil.org](mailto:commdev@mortongroveil.org)  
(phone) 847.663.3063  
(fax) 847.965.4162

## **PROCESS OVERVIEW**

An Appearance Commission request typically takes one (1) month for Village review; longer review time sometimes results if applicants change their plans, provide inaccurate or incomplete information, or similar instances. All requests are subject to the application deadlines and Appearance Commission meeting schedule as provided by the Village of Morton Grove.

The process generally consists of submittal of the application and associated documents, Staff review of the request, and a public meeting with the Appearance Commission (AC). The Appearance Commission's public meeting consists of the applicant's presentation of their request, followed by review, questions, and discussion by the Commission. The Commission will conclude their review with a vote on the request.

The Commission meets once a month, usually on the first Monday of the month unless there is a conflict with a recognized holiday.

The primary types of review conducted by the Appearance Commission include the following:

- Design review (for landscaping, site development, and other improvements associated with a new construction project or site redevelopment);
- Appearance Certificate (for the exterior of any building, including existing buildings where major exterior modifications are proposed); and
- Sign variation approval (for signs that do not meet applicable requirements of the Village's Sign Code).

## **APPLICANT / PETITIONER RESPONSIBILITIES FOR APPEARANCE COMMISSION**

- The applicant is required to attend the public meeting of the Appearance Commission where the application is reviewed. The owner (if different than the applicant) should also be present at this meeting. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to present their case to the Appearance Commission and to respond to any questions or issues regarding the application.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information, or clarification from Village Staff.

## **PRE-APPLICATION MEETING**

Applicants may find it helpful to contact and meet with the Village's Director of Community Development (the "Director") on proposed requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to learn more about the Appearance Commission process and to have Staff review the proposal. This will also allow the Director to determine what items will be required for submitting the application, and to suggest

any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process!

### **COMPLETE APPLICATION SUBMITTAL**

The applicant must submit a complete application to the Director to start the process, including **9** copies of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will be scheduled for a public meeting, subject to the deadlines and meetings noted in the Appearance Commission's Schedule, which is provided in this application package.

The following items and information are required as part of the Appearance Commission application. Additional items or information may also be required, if identified as necessary by the specified by the Director. :

(Any sheet larger than 11" X 17" shall have one 11" x 17" copy with it.)

- 1) Completed Appearance Commission application with authorized signatures.
- 2) The following items and information based on specific type of review:

#### Appearance Certificate

Building plans and elevation drawings, fully dimension (showing building heights and dimensions, windows, doors, materials, etc.) and drawn to scale. Drawings are to show all colors and materials to be used. (Samples of the actual building materials need to be brought to the Appearance Commission meeting for Commission review.)

#### Sign variation

Scaled sign drawings, and scaled site/building plans indicating sign placement on site or on building. Sign drawings need to indicate all proposed colors, letters, fonts and other details.

#### Design Review

Site plans with dimensions, and drawn to scale not smaller than one (1) inch equals twenty (20) feet, showing the property boundary and footprint of all existing and proposed buildings.

Landscape plans showing all existing and proposed plantings

- 3) Proof of ownership (tax bill, sales contract) or interest. Copies of originals are acceptable. If applicant is not owner, written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.

***Improper, insufficient, or inaccurate completion of this application or required attachments shall constitute sufficient grounds for continuing or delaying the scheduled hearing, or refusing publication.***

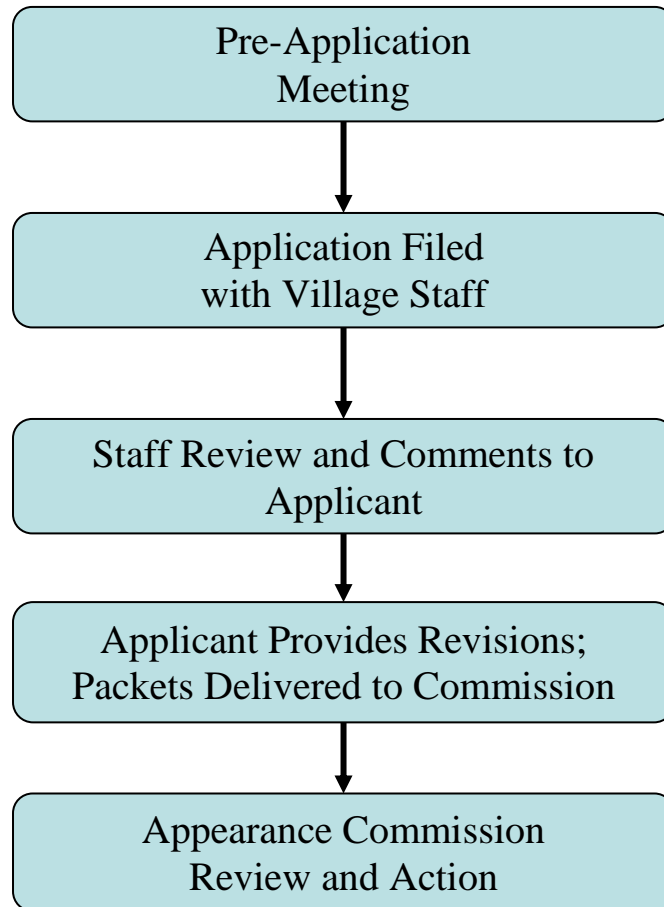
The filing of this Application with the Village of Morton Grove shall not constitute acceptance for scheduling a public meeting before the Morton Grove Appearance Commission until it is reviewed and approved by the Director.

**VILLAGE STAFF REVIEW**

Each Appearance Commission application will be reviewed by Village Staff for comment. Village Staff will forward comments from this review to the applicant. The applicant is responsible for responding to any and all issues noted during the Village review and prior to Appearance Commission review.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants **before** they go to the Appearance Commission meeting. By identifying comments during this review, costly delays from oversights or incomplete applications may be avoided. Once all Village issues have been addressed, the case will be placed on the next available Appearance Commission meeting agenda.

**APPEARANCE COMMISSION PROCESS**





Incredibly Close ✿ Amazingly Open

# Appearance Commission Application

## Village of Morton Grove Department of Community & Economic Development

6101 Capulina Avenue, Morton Grove, Illinois 60053 | 847-663-3063 | commdev@mortongroveil.org

Case Number: \_\_\_\_\_ Date Application Filed: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City / State / Zip Code: \_\_\_\_\_

Applicant Phone: (\_\_\_\_) \_\_\_\_\_ Mobil / Other: (\_\_\_\_) \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Legal Interest in Property (Owner, Tenant, Etc.): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

### PROPERTY INFORMATION

Common Address of Property: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Property's Current Use: \_\_\_\_\_

### APPLICANT'S REQUEST (ATTACH ADDITIONAL SHEETS AS NECESSARY):

1. Applicant is requesting Appearance Commission approval for the following:

\_\_\_\_\_  
\_\_\_\_\_

2. Provide detailed information to explain the reason for the request (attach additional sheets as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_