



VILLAGE OF  
**L I N C O L N S H I R E**

# Information Packet

## Architectural Review Board

### **Architectural Review Board**

- 3<sup>rd</sup> Tuesday of each month
- 7 p.m. – Village Hall Board Room

### **Village Board / Committee of the Whole**

- 2<sup>nd</sup> / 4<sup>th</sup> Monday of each month
- 7 p.m. – Village Hall Board Room

### **Community & Economic Development Department**

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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**STEP 1: PRE-APPLICATION / PRELIMINARY STAFF REVIEW**

**A. Applicant Due Diligence**

Applicants are encouraged to review [Section 2-3](#) and [Section 6-14-5](#) of the Lincolnshire Village Code to familiarize themselves with the Architectural Review Board (ARB) purpose, administrative duties, and procedures.

**B. Pre-Application Meeting**

A pre-application meeting with Community & Economic Development (CED) staff is recommended prior to submitting any application materials.

**C. Application and Preliminary Staff Review**

Before an application is scheduled on a meeting agenda, the following documents must be submitted in electronic PDF format to CED staff for review (additional materials may be required, as determined by CED staff):

- **Planning & Zoning Application:** a completed [application](#) and all required identified in the application.
- **Letter of Request:** a letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.

Once the application materials have been reviewed for completeness, the applicant will receive review comments (if any) of items that require further attention prior to a preliminary evaluation with the Village Board during a Committee of the Whole (COW) meeting (Step 2).

**STEP 2: COMMITTEE OF THE WHOLE – PRELIMINARY EVALUATION**

Applications for new construction of buildings and development are evaluated on a preliminary basis for initial comment and potential referral by the Village Board during their Committee of the Whole meeting (2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month).

**One electronic copy in PDF format** of the following materials must be submitted a **minimum of three weeks** prior to a regularly scheduled Committee of the Whole meeting for preliminary evaluation. All final materials must be submitted electronically in PDF format a **minimum of one week** prior to the meeting. Incomplete and/or late submittals are not accepted.

- **Letter of Request:** a letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- **Conceptual Site Plan:** the general location and size of all buildings, parking and traffic circulation areas, landscaped areas, and preliminary site data chart must be provided on the conceptual plan.

**STEP 3: DEVELOPMENT REVIEW TEAM**

Following the Village Board’s referral during preliminary evaluation at the Committee of the Whole meeting, the Development Review Team (DRT) will conduct a review of the development proposal. The DRT consists of village staff and representatives from the respective fire protection district charged with reviewing the submittal for compliance with the Lincolnshire Village Code, as well as reviewing preliminary/conceptual site development plans for all applications (excluding single-family residential development). The DRT strives to achieve a mutually acceptable site design and improvement solutions to site specifics. Based on the scope of the development proposal, more than one DRT meeting may be needed. Written review comments will be issued to the applicant within 10 business days following the scheduled meeting. No final or binding decision is rendered by the DRT. Instead, DRT comments prepare the applicant for further review by advisory boards and potential approval by the Village Board. Additional information on the DRT can be found in [Section 6-14-6](#) of the Lincolnshire Village Code. **A minimum of seven paper copies** of the documents listed in the “Step 4: Architectural Review Board” section of this packet must be submitted before a DRT meeting is scheduled (see below for the list of documents). Incomplete submittals are not accepted.

**STEP 4: ARCHITECTURAL REVIEW BOARD**

Upon completion of plan review by the DRT, the final Architectural Review Board (ARB) documents identified below must be submitted for staff review to determine completeness prior to the application being docketed on an ARB agenda (3<sup>rd</sup> Tuesday of each month).

**One electronic copy in PDF format** of the preliminary ARB submittal must be submitted a **minimum of three weeks** prior to a regularly scheduled ARB meeting. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be shared **electronically in PDF format** as well as **minimum of 12 paper copies** no larger than 11" x 17" format.

- **Letter of Request:** a letter directed to the ARB summarizing the request and detailed narrative outlining the reasons for the request.
- **Colored Architectural Renderings (if necessary)**
- **Site Plan (including but not limited to):**
  - Drawn to an engineer scale ratio (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
  - Illustrate the location and size of all buildings, parking and loading areas, drives, walks, refuse enclosures, signs, lighting, and identify paving materials on the plans.
  - Identify the required and proposed building setbacks based on the appropriate zoning district and/or building height.
  - Identify detailed dimensions of all site improvements.
  - Include a site data chart, with the following information:
    - Zoning classification of the subject property. Total gross area of the entire site.
    - Total net area of the site (i.e., reduction from right-of-way dedication, etc.). Total gross area of impervious surfaces.
    - Total gross area of open space.
    - Total gross area of all buildings by each type of use.
    - Total floor area ratio (FAR), including support spaces (i.e., corridors, bathrooms, storage, mechanical rooms, etc.).
    - Building height at tallest measurement (including any rooftop equipment/screens).
    - Total number of code required parking, including A.D.A. spaces and loading berths per each use.
    - Total number of provided parking, including A.D.A. spaces and loading berths.
- **Landscape Plan**
  - Landscape plan requirements can be found in [Section 13-2](#) of the Lincolnshire Village Code.
  - For developments requiring storm water facilities, compliance with [Section 13-2-6](#) of the Lincolnshire Village Code shall be provided that are specific to the design, construction/establishment, and maintenance plan of native plantings for storm water facilities.
- **Building Elevations**
  - Must be drawn to an engineer or architect scale ratio and noted on the plans.
  - Identify all proposed exterior building materials and colors for each building façade, and identify any special treatments such as reveals, patterns, dormers, bay windows, projections, or recessed portions of the façade, roof types, accent trims or panels, etc.
  - Material samples and paint colors must be submitted to CED staff prior to the scheduled meeting and will be retained through the village review process. The material samples will be returned upon the completion of the construction phase.
- **Exterior Equipment / Screening Plan**
  - Regulations for rooftop, wall, and ground mounted equipment screening are found in [Section 5-1-10](#) and [Section 6-15](#) of the Lincolnshire Village Code.
  - The following information may be illustrated on the site plan or elevation drawings in place of a separate equipment screening plan, as appropriate:
    - Plan view drawing/detail illustrating the location and type of each rooftop/ground-mounted equipment along with the footprint of the equipment screening.
    - Identify proposed materials and colors for the equipment screening and special treatments.
    - Provide a building cross-section drawing/detail, which illustrates the height of all equipment screening extending at least six-inches (6") above the mechanical equipment.

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- A line-of-sight drawing, which illustrates the rooftop equipment and screening as viewed at eye-level from the adjacent roadways and parking lots, may be also requested.
- **Floor Plan(s)**
  - Illustrate the internal layout of uses in the building and identify each use in the structure.
- **Sign Plan(s)**
  - Regulations pertaining to signage can be found in [Title 12 of the Lincolnshire Village Code](#).
  - Indicate the location and sign type on the site plan and/or building elevations. Identify setback measurement from the nearest pavement edge for all ground-mounted signs.
  - Provide full color and dimensioned sign elevations (front and side views) for each sign, and also indicate materials, colors, sign area, and type of illumination.
  - A landscape plan is required for all ground-mounted signs in compliance with [Section 12-8-1\(E\)](#) of the Lincolnshire Village Code. All easements and adjacent utility structures in proximity to the ground sign must also be shown on the plan.
  - Provide manufacturer’s catalogue cut sheets and finish color of all exterior lighting fixtures proposed.
- **Preliminary Civil Engineering Plans**
  - Preliminary engineering plan requirements can be found in [Section 7-3-3](#) of the Lincolnshire Village Code.
- **Photometric Lighting Plan**
  - Regulations pertaining to outdoor lighting can be found in [Section 6-3-15](#) of the Lincolnshire Village Code.
- **Site Amenities**
  - Provide manufacturer’s catalogue cut sheets of all site amenities and improvements (light fixtures, mailboxes, seating, fences or screens, fountains, trash receptacle, paving materials, etc.).

### STEP 5: COMMITTEE OF THE WHOLE – FIRST READING

Upon receiving a recommendation from the ARB, the recommendation and site development plans will be forwarded to the Village Board during a Committee of the Whole meeting for final consideration. The Village Board will determine if the application will be placed on the Consent Agenda (for final decision) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting for final determination.

**One electronic copy in PDF format** of all the documents submitted to and recommended by the ARB must be submitted a **minimum of three weeks** prior to the scheduled Committee of the Whole meeting. Incomplete and/or late submittals are not accepted.

### STEP 6: VILLAGE BOARD – SECOND READING

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required. Upon final approval from the Village Board, an electronic copy in PDF format of the final approved plans must be submitted to CED staff.

### ADDITIONAL INFORMATION

Full-size presentation boards and/or a computer presentation are recommended for each stage of review. If a computer presentation will be used, please inform CED staff prior to the scheduled meeting to have it loaded in advance of the meeting.

An application may be continued to the next regularly scheduled meeting if further documentation or revisions are requested. As a result, the previously submitted application materials and the additional requested documents/revisions must be submitted in the same format and deadline as identified in this packet. Incomplete and/or late submittals are not accepted.