

Village of



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908
E-mail: info@vok.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, no more than 3 years old, prepared and sealed by an Illinois licensed surveyor. Include legal description and square footage of lot.
- ___(b) Proof of title and ownership (title policy, property deed, etc.).
- ___(c) A summary of the architectural and historic character of the building to be demolished including:
 - (1) Original date of construction and/or date of Building Permit (if known): _____
 - (2) Name of original architect (if known): _____
 - (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) Description of architectural features and building materials.
 - (5) Scale drawings of the floor plans of the building and any accessory building on the property, including all dimensions.
 - (6) Summary of a review of previous permits granted for the property by the Village.
 - (7) List of other available historical records regarding the property that are held by the Kenilworth Historical Society.
 - (8) Photographs of all exterior elevations.
 - (9) Photographs of all major interior features, including attic, basement, and garage.
 - (10) Detailed close-up photographs of interior and exterior architectural features.
 - (11) Photographs of the front elevation of the principal buildings and properties on the same block as the proposed demolition property, on the same side of the street as well as the block directly across the street.
 - (12) Each photograph shall be clearly labeled with a description of the contents and subject of the photograph, including the address of the property depicted, the direction from which the

photograph was taken, the name and contact information of the photographer, and the date on which the photograph was taken.

- ___ (d) Other information and documentation as requested by the code official or the Building Review Commission.

Note: The information concerning the condition of the building such as deterioration, mold, etc. should not be included in this application as those factors do not affect whether the building is architecturally or historically significant

Fees

1. \$350.00 Filing fee
2. \$11,000.00 Demolition Escrow:
 - \$3,000.00 escrow for historian's report prepared prior to Building Review Commission Meeting.
 - \$8,000.00 escrow for architectural consulting for a building determined to be of special importance at the Building Review Commission Meeting.



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908
E-mail: info@vok.org

Application for Approval of Demolition

Purpose: (a) To review applications for approval of demolition 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 Residential or Business District.

Process: No Application for Approval of Demolition 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 is received, the code official and a member of the BRC will determine whether the application is complete within 30 days. The Applicant will be notified of any missing items.

Application Review and Meeting: Within 90 days after the demolition application is determined 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 \$3,000 of the Demolition Escrow will be used for this report. A neighbor notice regarding the BRC meeting will be sent by the applicant to property owners within 500 feet of the subject property. This notice will be sent by mail 10 – 30 days before the meeting. A 48" x 48" sign must be posted by the applicant on the property giving notice of the BRC Meeting 10 – 30 days before the date of 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 one year 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