

Village of Norridge

Advisory Review Information Packet



“Promoting Design Integrity in Norridge”



ADVISORY REVIEW

Village of Norridge • 4000 N. Olcott Ave. • Norridge, IL 60706 • P 708.453.0800 • F 708.453.9335 • building@villageofnorridge.com

Dear Homeowner, Contractor, and Architect:

The Village of Norridge is distinguished by its residential neighborhoods and open spaces and by its commercial districts. These assets help make Norridge an attractive community to live in. The purpose of the Advisory Review Committee (ARC) is to enhance redevelopment as it occurs throughout the Village.

Whether building projects consist of alteration, addition or new construction, they have the potential to impact esthetics, streetscape and property values in the neighborhood in which they are located. These projects are evaluated for compatibility, scale, proportions, massing and relationship with adjacent buildings and the surrounding area through a review of the exterior design of each project.

The Village of Norridge requires you to appear before its Advisory Review Committee when you plan on making any additions to your property including any kind of exterior alterations, garages, signs, or any accessory building. It is the goal of the Advisory Review Committee to assist you in enhancing the aesthetic qualities of your property. In doing so, we do not seek to hamper individual expressions or taste, but to elevate your plan to the best possible level.

Thank you,
Advisory Review Members

Advisory Review Members

| Name | Title | Occupation |
|---|----------------|--------------------|
| Domenic Pezzuto | Senior Advisor | Licensed Architect |
| Anthony Nasca | Secretary | Real Estate Broker |
| William Larson | Member | General Contractor |
| Gene Pawula | Member | Licensed Architect |
| <i>Also Attending the Meetings as Advisors to the Review Committee</i> | | |
| Village Trustee Dominic S. Falagario, Chairman of the Law and Ordinance Committee | | |
| Brian M. Gaseor, Building Commissioner | | |
| Joseph G. Micek, Chairman of the Zoning Board of Appeals | | |



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Dear Homeowner, Contractor, Design Professional,

We would like to help give you an understanding of the review and permit process. At this time you are probably still reviewing the packet and getting ready for submission. We ask that you submit all the information required and in a timely fashion. Upon submission of your packet, we will review it and notify you of anything that we may need. The Department will notify you of your appointment 2 to 3 days before the meeting. As a reminder: the architect/design professional must attend the meeting. If the architect is not at the meeting, the Advisory Review Committee will not review the project.

If your project is approved at the meeting, it is important that you submit the “Design Outline and Approval Form” when applying for permits. In order to submit for permits, you need to complete the necessary applications and submit 3 sets of blueprints stamped by an architect licensed in the State of Illinois. A packet of permit applications can be picked up at our office. At time of submittal, the Building Department will review your blueprints and applications. At anytime during the process, we may contact you with questions or notifications.

If your project is not approved at the meeting, it is important that you resubmit with the changes recommended by the Advisory Review Committee. At this meeting, the Committee classifies your project into one of two categories: Submit with Changes When Applying for Permits or Submit with Changes at the next meeting. If you are told to resubmit, please do so with the “Design Outline and Approval Form” and your corrections.

The Building Department looks forward to working with you on your project. If you have any questions, feel free to contact our office and we will assist you in any way that we can.

Thank you,

Building Department



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| <i>Qty.</i> | Description (Items in bold are required) |
|-------------|--|
| 8 | Completed Application Form (The form is enclosed with this package.) |
| 8 | Current Plat of Survey (No more than 1- year old, 11” by 17”) |
| 8 | Elevation Drawings -11” by 17” (must show complete wall section to show floor elevations) |
| 8 | Floor Plan Drawings -11” by 17” |
| 8 | Site Plan Drawings -11” by 17” (including existing and proposed landscaping, fencing, concrete, and or pavers) |
| 8 | Color Renderings of the New Design (recommended) |
| 1 | Sheets Listing Materials, Model Numbers, Manufacturers for Material being used |
| 1 | Color Palette 11”x17” (Set of Exterior Material Color Samples) (brick, roof, EIFS, exposed wood, exposed metal, etc.) |

Notes Concerning the Submission of the Information:

- If the Packet is submitted without any of the above-mentioned items it will be not be accepted. It is the responsibility of the owner/architect to submit with the correct information. The packet submission deadline dates are strictly adhered to.
- The items in bold must be submitted prior to the meeting. A calendar provided on the next page lists the deadlines.
- The Architect/Design Professional must attend the meeting. If he or she is unable to attend the case will not be heard, and will have to be rescheduled for the next meeting. It is the responsibility of the owner/architect to reschedule for the next meeting.
- All information, except for the application, must be submitted in 11”x17” size.
- Approval the night of the meeting is not guaranteed.
- The information in this packet does not qualify as submission for the building permit.
- All elevations must include labeling of the materials being used.
- Front doors and windows may need to be relocated in order to accommodate the design, so do not plan on using the existing door and window locations. Remember windows must meet egress requirements.
- When resubmitting for additional meetings, you must submit 8 sets of the new elevations and include the Design Outline and Approval Form.
- All submissions are subject to Zoning Review and Plan Review.



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| 2011 Meeting Dates | Last Day to Submit | Material Color Palette and Material Sheet | ARC Meeting |
|---------------------------|---------------------------|--|--------------------|
| January | January 4, 2011 | January 11, 2011 | January 18, 2011 |
| February | February 1, 2011 | February 8, 2011 | February 15, 2011 |
| March | March 1, 2011 | March 8, 2011 | March 15, 2011 |
| April | April 5, 2011 | April 12, 2011 | April 19, 2011 |
| May | May 3, 2011 | May 10, 2011 | May 17, 2011 |
| June | June 7, 2011 | June 14, 2011 | June 21, 2011 |
| July | July 5, 2011 | July 12, 2011 | July 19, 2011 |
| August | August 2, 2011 | August 9, 2011 | August 16, 2011 |
| September | September 6, 2011 | September 13, 2011 | September 20, 2011 |
| October | October 4, 2011 | October 11, 2011 | October 18, 2011 |
| November | November 1, 2011 | November 8, 2011 | November 15, 2011 |
| December | December 6, 2011 | December 13, 2011 | December 20, 2011 |
| January | January 3, 2012 | January 10, 2012 | January 17, 2012 |
| February | February 7, 2012 | February 14, 2012 | February 21, 2012 |

Review the dates mentioned above, the deadline dates are strictly enforced.



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Material Information Sheet

Address: _____

| Material | Manufacturer | Color and Model Number |
|----------------------|--------------|------------------------|
| Brick | | |
| Brick | | |
| Roof | | |
| Roof | | |
| EIFS | | |
| Exposed Wood | | |
| Exposed Metal | | |
| Stone | | |
| Stone | | |
| Aluminum | | |
| Aluminum | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |
| Other | | |

List any and all materials on this sheet.



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The maximum allowable height for a two-story addition or new home in any zoning district is based on lot width, as measured at the building setback line. Where lot width falls between two categories, the most restrictive standard will apply:

Second-Story Additions

| Zoning Dist. | Lot Width | Interior Side Yard | Height |
|--------------|-------------------|--------------------|---------|
| <i>R-1</i> | 30 feet | 10% each side | 26 feet |
| | 40 feet | 10% each side | 28 feet |
| | 50 feet | 10% each side | 30 feet |
| | 60 feet | 10% each side | 32 feet |
| <i>RIA</i> | 60 feet and wider | 10% each side | 34 feet |

The maximum allowable height for a two-story addition or new home in any zoning district is based on lot width, as measured at the building setback line. Where lot width falls between two categories, the most restrictive standard will apply:

New Home Construction

| Zoning Dist. | Lot Width | Interior Side Yard | Height |
|--------------|-------------------|--------------------|---------|
| <i>R-1</i> | 30 feet | 10% each side | 26 feet |
| | 40 feet | 10% each side | 28 feet |
| | 50 feet | 10% each side | 30 feet |
| | 60 feet | 10% each side | 32 feet |
| <i>RIA</i> | 60 feet and wider | 10% each side | 34 feet |

Front and Rear Yard Set-Backs

- The rear yard shall not be less than 25% of the lot depth.
- The front yard will be determined by a field visit.



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Lot Coverage and Green Area:

Lot coverage includes the house, garage and accessory buildings. Green area is that portion of a lot that is left unpaved and used for lawns, shrubs; gardens and trees to improve the drainage of the area and the general environment and reduce flooding (see definitions for lot coverage and green area below). Maximum lot coverage and minimum green area vary, and are dependent upon lot size. Lot coverage and green area in the R-1 and R-1A Districts must comply with the following:

| Zoning Dist. | Lot Size | Lot Coverage | Green Area |
|--------------|-------------------------------|--------------|------------|
| R-1 | 3,000 to 4,999 square feet | Varies | 35% |
| | 5,000 square feet and larger: | 35% | 35% |
| | | | |
| R-1A | 10,000 square feet and larger | 35% | 50% |

In all cases, sidewalks need to be provided:

- Between the front entrance to the public sidewalk along the street
- From the side or rear door to a driveway.



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- Reminder: The *architect/design professional* must be present at the meeting.
- On the night of the meeting, please park in the lot behind Village Hall and enter through the doors off the parking lot (ring bell to the left of rear door).

