

# Building Permit Application Review

## Application for HPC Review

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Name and Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

### PROJECT DESCRIPTION

*(Describe, in detail, all proposed work. Attach additional pages, if necessary)*

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

### SUBMIT PLANS & DRAWINGS TO ILLUSTRATE PROPOSED CHANGES

*See reverse for more information.*

*For HPC Staff use only*

### APPLICANT INFORMATION

*I attest that all submitted information is accurate. Submitted information becomes public record and I acknowledge that this application may be subject to Freedom of Information Act requests.*

Name (print): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

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

Property Owner Signature: \_\_\_\_\_

*If the applicant is not the property owner, application must include property owner's signature*

Do you have  
questions about the  
Historic Preservation  
Commission?  
Please contact  
staff at:

630/938.4541 or  
[preservation@geneva.il.us](mailto:preservation@geneva.il.us)

CASE # \_\_\_\_\_

HPC MTG: \_\_\_\_\_

RECEIVED: \_\_\_\_\_



# Building Permit Application Review

## Application for HPC Review, Information

In order to maintain the historic and architectural integrity of Geneva, permit applications for exterior improvements on designated historic properties (individual landmarks and properties located within the historic district) must first be reviewed and approved by the Historic Preservation Commission before a permit may be issued. See below for maps of the Geneva Historic District and designated landmarks.

### HPC REVIEW APPLICATION & PROCEDURE

1. Complete City of Geneva, Building Permit application  
An application for permit triggers the requirement for HPC Review. If your exterior improvement project (including demolition and new construction) requires a building permit and your property is a designated historic property, (see below), HPC review and approval is required before the permit can be issued.
2. Complete Application for HPC Review (on reverse).
3. Obtain/gather supporting documents.  
Examples of supporting documents include documents that illustrate your proposal: i.e., plat of survey; scaled site plan; scaled floor plans and/or elevation drawings; cut sheets of building materials; dimensioned drawings for signs that identify materials, colors and proposed sign location; cost estimates of repair versus replacement; photographs of existing conditions; renderings; etc.
4. Submit 1-3 above to the Planning Division at City Hall, 22 S. First Street a minimum of twelve days before the HPC meeting. (See schedule at right)
5. You, or a representative familiar with your project, must be at the HPC meeting in order for the permit application/project to be reviewed by the HPC.
6. HPC will vote to approve, deny or continue the permit application.
7. If the HPC has approved the permit application, the application will be forwarded to the City of Geneva's Building Division to continue review of the permit application for applicable building and life/safety codes.

For requirements or questions regarding your specific project, please contact Staff at 630/938.4541 or [preservation@geneva.il.us](mailto:preservation@geneva.il.us)

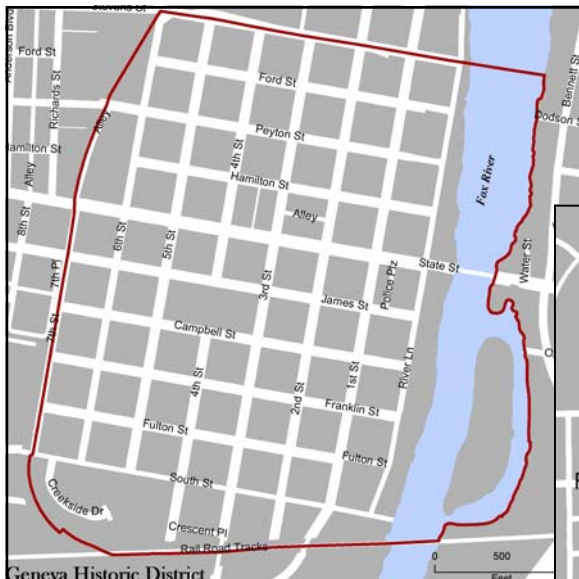
### 2012 HPC MEETINGS & DEADLINES

Meeting Date/  
Application Deadline

Jan 17/Jan 5  
Feb 21/Feb 9  
Mar 20/Mar 8  
Apr 17/Apr 5  
May 15/May 3  
June 19/June 7  
July 17/July 5  
Aug 21/Aug 9  
Sep 18/Sep 6  
Oct 16/Oct 4  
Nov 20/Nov 8  
Dec 18/Dec 6

### DESIGNATED HISTORIC PROPERTIES

Map of Geneva Historic District (left) & Map of designated landmarks (below)



- KEY TO THE LANDMARKS MAP:  
 (1) Fargo Residence, 316 Elizabeth Place  
 (2) Davis Residence, 1101 Batavia Ave.  
 (3) 512 Fargo Boulevard  
 (4) Riverbank Laboratories, 1512 Batavia Ave.  
 (5) Queen Anne Cottage, 716 Shady Ave.



### 2013 HPC MEETINGS & DEADLINES

Meeting Date/  
Application Deadline

Jan 15/Jan 3  
Feb 19/Feb 7  
Mar 19/Mar 7  
Apr 16/Apr 4  
May 21/May 9  
June 18/June 6  
July 16/July 4  
Aug 20/Aug 8  
Sep 17/Sep 5  
Oct 15/Oct 3  
Nov 19/Nov 7  
Dec 17/Dec 5

For project design assistance, the HPC's *Design Guidelines for Historic Properties* are available on the city's website under Community Development/Historic Preservation at: [www.geneva.il.us](http://www.geneva.il.us)

