

Building Permit Application Review

Application for HPC Review

Do you have questions about Historic Preservation Commission review?

Contact Staff at:

630/938.4541
or
kkaulfuss@geneva.il.us

For HPC Staff use only:

CASE #

HPC MTG:

RECEIVED:

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.

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: _____

Owner must sign if not the applicant



Building Permit Application Review

Information

In order to maintain the historic and architectural integrity of Geneva permit applications for exterior improvements on landmarks must first be reviewed and approved by the Historic Preservation Commission before a permit may be issued. Geneva landmarks are properties that are individually designated by the City of Geneva or are located within the Geneva Historic District (see below).

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 Geneva landmark (see below), HPC review and approval is required before the permit is issued.
2. Complete Application for HPC Review (on reverse).
3. Obtain/gather supporting documents.
Following are examples of supporting documents—submit documents that illustrate your proposal: plat of survey; scaled site plan; scaled floor plans; scaled elevation drawings; material cut sheets; dimensioned sign drawing identifying materials and colors; cost estimates of repair versus replacement; photographs of existing conditions; renderings; etc.
4. Submit 1-3 above to the Planning Division TWELVE DAYS before the HPC meeting. See schedule at right.
5. You, or a representative familiar with your project, must be at the meeting in order for the project to be reviewed.
6. HPC will vote to approve, continue or deny the proposal.
7. If HPC has approved the project, the application for building permit will be forwarded to the City of Geneva’s Building Department to continue processing the permit application.

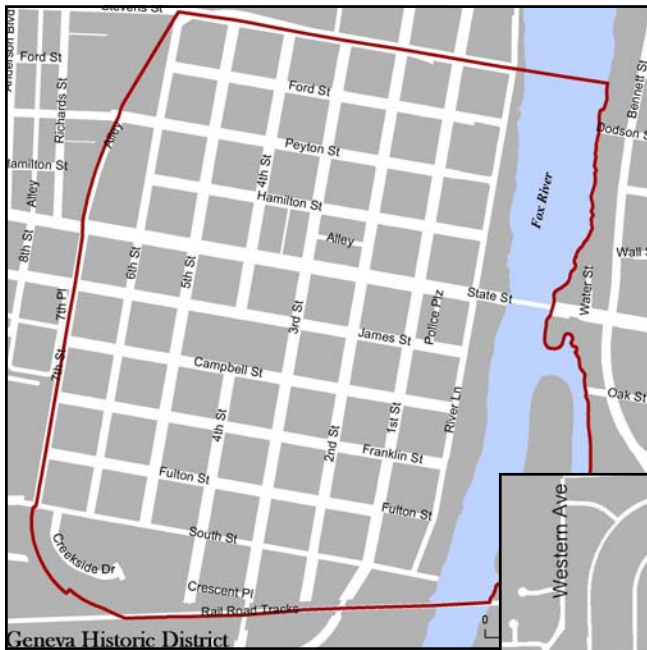
For requirements for your specific project, please contact the Preservation Planner at

630/938.4541
or
kkaulfuss@geneva.il.us

2010 HPC MEETINGS & DEADLINES

Meeting Date/Deadline

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



Map of Geneva Historic District (left) and map of individually-designated landmarks (below)

- (1) Fargo Residence, 316 Elizabeth Place
- (2) Davis Residence, 1101 Batavia Avenue
- (3) 512 Fargo Boulevard
- (4) Riverbank Laboratories, 1512 Batavia Avenue

