

Building Permit Application Review

Application for HPC Review

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

630/938.4541 or
preservation@geneva.il.us

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.

CASE # _____

Name (print): _____

HPC MTG: _____

Address: _____

Telephone: _____

RECEIVED: _____

Email: _____

Applicant Signature: _____

Property Owner Signature: _____

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



To achieve the City of Geneva's goal of maintaining the historic and architectural integrity of its significant neighborhoods and individual properties, permit applications for proposed exterior building and/or property improvements at designated historic properties must be reviewed and approved by the Geneva Historic Preservation Commission *prior to review and permit issuance by the Building Division*. The maps below show those properties located within the Geneva Historic District and those individually-designated properties outside of the Historic District.

HPC REVIEW APPLICATION PROCEDURE

- 1. Complete a City of Geneva Building Permit Application.** When submitted with an HPC Review Application (on reverse side), an application for a building permit initiates the HPC Review process. Work visible *from the public right-of-way* that requires HPC review includes new construction, demolition, sign modifications, exterior lighting, fence construction, site modifications and roofing.
- 2. Complete an HPC Review Application** (on reverse side).
- 3. Gather and submit appropriate supporting documents.** Supporting documents may include any or all of the following: Plat of Survey; scaled site plan; scaled floor plans; drawings of the proposed building exteriors (elevations); product / material information / cut sheets from the manufacturer; cost estimates for repair vs. replacement; photographs of existing conditions; artist renderings, etc. Additionally, for sign and awning projects, provide dimensions of the linear street frontage for the building and / or retail unit, proposed sign dimensions, lighting fixture information, and mounting systems and methods.
- 4. Submit Items 1-3 to the Building Division at City Hall (109 James Street) not less than fourteen (14) calendar days prior to the scheduled HPC meeting.** Please consult with Staff regarding the appropriate submission materials. Complete permit application (building permit and HPC review forms) may be submitted electronically / digitally by forwarding to: pdf@geneva.il.us
- 5. The Applicant—or a representative familiar with the project—must attend the HPC meeting when your project is scheduled for review.** The HPC takes action only when a representative for a project is present. Meetings begin at 7:00 pm and are held in the City Hall Council Chambers.
- 6. The HPC will vote to approve, approve with conditions, deny, or continue the review process pending the submission of additional information or project modification.**
- 7. Once the HPC has approved the permit request, the application will be forwarded to the City of Geneva Building Division.** The Building Division review will verify compliance with applicable building and life safety codes.

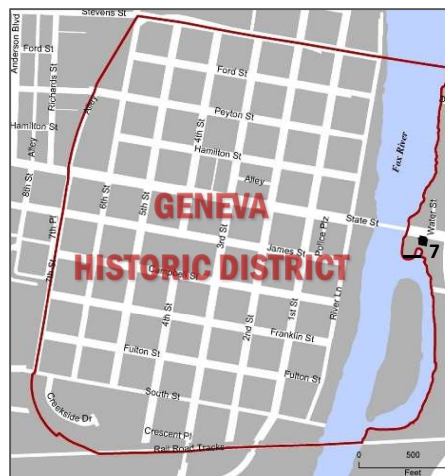
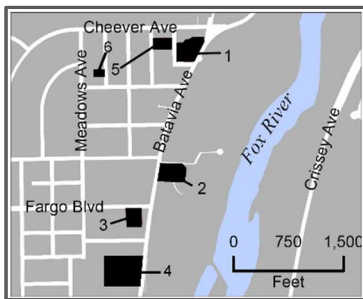
**2022 - 2023
HPC
Deadlines & Meetings**

Application Deadline	Meeting Date
2022	
Oct 4	Oct 18
Nov 1	Nov 15
Dec 6	Dec 20
2023	
Jan 4	Jan 18
Feb 8	Feb 22
Mar 7	Mar 21
Apr 4	Apr 18
May 2	May 16
Jun 6	Jun 20
Jul 5	Jul 18
Aug 1	Aug 15
Sep 5	Sep 19
Oct 3	Oct 17
Nov 7	Nov 21
Dec 5	Dec 19

DESIGNATED PROPERTIES

Map of Geneva Historic District boundaries (right) and designated properties (left and right).

- 1. Fargo Residence**
316 Elizabeth Pl.
- 2. Davis Residence**
1101 Batavia Ave.
- 3. 512 Fargo Blvd.**
- 4. Riverbank Laboratories**
1512 Batavia Ave.
- 5. Queen Anne Cottage**
716 Shady Ave.
- 6. Marshall-Judson Home**
810 Dow Avenue
- 7. Alexander Blacksmith Shop / Mill Race Inn**
4 East State Street



For project design assistance, please consult the HPC *Guide to Window Rehabilitation & Window Policy*, *Guide to Siding Rehabilitation & Siding Policy*, and / or the *Design Guidelines for Historic Properties*. Also, see the Property Rehabilitation Information, found at the Historic Preservation page of the City of Geneva website: <https://www.geneva.il.us/416/Property-Rehabilitation-Information>

Applications are due prior to 5:00 p.m. on the Application Deadline date. Electronic / digital submissions must be provided in jpeg or pdf formats and be clearly legible at a final printed size of 11" X 17" or smaller. Applicants are encouraged to discuss specific submission requirements with Staff prior to delivering an application for review.

**Michael Lambert
Preservation Planner**
mlambert@geneva.il.us
630/938-4541



**City of Geneva
Department of Community Development
Planning Division**

**Historic Preservation Commission
preservation@geneva.il.us**

**22 South First Street
Geneva, IL 60134
Fax 630/232.1494**