



Commercial/Industrial Architectural Review Application

7401 Meyer Road
Spring Grove, IL 60081

(815)675-2121
Fax (815)675-6053
www.springgrovevillage.com

Date: _____

Project Name: _____

Project Address: _____

Owner's Name: _____ Phone No. _____

Owner's Current Address: _____ Cell Phone No. _____

Tax ID #: _____ Subdivision: _____ Lot #: _____ Lot size: _____ acre

Construction Start date: _____ Finish date: _____

Builder Name: _____ Phone No. _____

Contractor Name: _____ Phone No. _____

Landscape Architect: _____ Phone No. _____

Usage of Building: _____ Number of Units: _____

Size of Building: _____ Height of Building: _____ No. of Parking Spaces: _____

Color Scheme:

Exterior Walls (materials & colors): _____

Roof (material & color): _____ Trim (material & color): _____

Windows (material & color): _____ Shutters (material & color): _____

Doors (material & color): _____ Driveway (material): _____

See Reverse Side for Submittal Requirements

Signature of Owner: _____ Date: _____

Signature of Owner's Agent: _____ Date: _____

Office Use Only - Architectural Review

Date: _____ Fee Paid: \$ _____

Request: Approved Denied

Commission remarks: _____

ARC Chairperson

Village of Spring Grove

Architectural Review Process

The Architectural Review Commission meets the first and third Monday of each month should there be business to discuss. To appear before the Commission, the following submittals must be presented to the Village two weeks prior to the appearance date. See Article 5 - Non-Residential Architectural Review Requirements in Chapter 14 of the Municipal Code Book for more information.

- A \$200 ARC non-refundable application fee
- A completed ARC application form
- A \$200 non-refundable landscape consulting fee for projects which do not require a retained personnel fee
- 20 copies of a site plan prepared by a professional engineer, architect or draftsman which is dimensional and drawn to scale to include:
 - A. Building placement related to property lines;
 - B. Parking facilities;
 - C. Exterior lighting placement;
 - D. Floor plans indicating all usages in the building, including partitioning, storage and restrooms;
 - E. Structural volume in cubic feet;
 - F. Floor area for building footprint and gross floor area of structure, building height and number of stories;
 - G. Location and proposed screening of dumpster
- 20 color copies of all building elevations with details of all exterior building materials
- 20 copies of a landscape plan including sizes, varieties and quantities of proposed plant material
- 20 copies of colored photos of surrounding properties
- 20 copies of all proposed lighting fixture specifications and a photometric plan
- A Completed Permanent Sign Permit Application with submittal requirements as listed on back of application

Applicants are also asked to appear before the Village Board at their regularly scheduled meeting following the ARC meeting. A Building Permit fee will be determined/collected when the applicant receives approval from the Architectural Review Commission, Village Board and the Building & Zoning Officer.