



# 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: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Acreage: \_\_\_\_\_

New  Addition/Alteration

Builder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Use: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Size of Building: \_\_\_\_\_ Height of Building: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

### Material and Colors of the following:

Exterior Walls \_\_\_\_\_

Roof \_\_\_\_\_ Trim \_\_\_\_\_

Windows \_\_\_\_\_ Shutters \_\_\_\_\_

Doors \_\_\_\_\_ Driveway \_\_\_\_\_

See Reverse Side for Submittal Requirements

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner's Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only - Architectural Review

Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Request:  Approved  Denied

Commission remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARC Chairperson \_\_\_\_\_

Last Revised March 2016

## 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. The following documents/samples must be presented to the Village at least two weeks prior to an appearance date in order to be considered for a meeting. See Article 5 - Non-Residential Architectural Review Requirements in Chapter 14 of the Municipal Code Book for more information.

- A completed Permanent Sign Permit application
- 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
- 18 Ledger-size copies of the following:
  1. 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
  2. Color copies of all building elevations with details of all exterior building materials
  3. Landscape plan including sizes, varieties and quantities of proposed plant material
  4. Color photos of surrounding properties
  5. All lighting fixture specifications and a photometric plan
- For new projects - a completed Permanent Sign Application with submittals as listed on back

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