



THE CITY OF LAKE FOREST BUILDING REVIEW BOARD APPLICATION

PROJECT ADDRESS _____

APPLICATION TYPE

<i>RESIDENTIAL PROJECTS</i>		<i>COMMERCIAL PROJECTS</i>	
<input type="checkbox"/> New Residence	<input type="checkbox"/> Demolition Complete	<input type="checkbox"/> New Building	<input type="checkbox"/> Landscape/Parking
<input type="checkbox"/> New Accessory Building	<input type="checkbox"/> Demolition Partial	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Lighting
<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Height Variance	<input type="checkbox"/> Height Variance	<input type="checkbox"/> Signage or Awnings
<input type="checkbox"/> Building Scale Variance	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/>

PROPERTY OWNER INFORMATION

ARCHITECT/BUILDER INFORMATION

Owner of Property

Name and Title of Person Presenting Project

Owner's Street Address (may be different from project address)

Name of Firm

City, State and Zip Code

Street Address

Phone Number

Fax Number

City, State and Zip Code

Email Address

Phone Number

Fax Number

Email Address

Owner's Signature

Representative's Signature (Architect/ Builder)

The staff report is available the Friday before the meeting, after 3:00pm.		
<i>Please email a copy of the staff report</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE
<i>Please fax a copy of the staff report</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE
<i>I will pick up a copy of the staff report at the Community Development Department</i>	<input type="checkbox"/> OWNER	<input type="checkbox"/> REPRESENTATIVE



CORPORATE OWNERSHIP (EXHIBIT A)

Please list the names and addresses of all officers and directors of the Corporation and all shareholders who own individually or beneficially 5% or more of the outstanding stock of the corporation. In addition, this application must be accompanied by a resolution of the Corporation authorizing the execution and submittal of this application.

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

PARTNERSHIP OWNERSHIP (EXHIBIT B)

Please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

Name _____	Name _____
Address _____	Address _____
Ownership Percentage _____ %	Ownership Percentage _____ %

TRUST OWNERSHIP (EXHIBIT C)

Please list the Trust number and name and address of the Trustee, as well as the names and addresses of all beneficiaries of the Trust, together with their respective interests in the Trust. The application shall be further verified by the applicant in his capacity as Trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the trust.

TRUST NUMBER _____	TRUSTEE INFORMATION
	Name _____
	Firm _____
	Address _____
	Phone _____

Beneficiaries

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %

Name _____	Name _____
Address _____	Address _____
Trust Interest _____ %	Trust Interest _____ %



THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION
DESCRIPTION OF EXTERIOR MATERIALS

Façade Material

- Stone
- Brick
- Wood Clapboard Siding
- Stucco

- Wood Shingle
- Aluminum Siding
- Vinyl Siding
- Synthetic Stucco
- Other _____

Color of Material _____

Window Treatment

Primary Window Type

- Double Hung
- Casement
- Sliding
- Other _____

Finish and Color of Windows

- Wood
- Aluminum Clad
- Vinyl Clad
- Other _____

Color of Finish _____

Window Muntins

- Not Provided
- True Divided Lites

Simulated Divided Lites

- Interior and Exterior muntin bars
- Interior muntin bars only
- Exterior muntin bars only
- Muntin bars contained between the glass

Trim Material

Door Trim

- Limestone
- Brick
- Wood
- Synthetic Material _____
- Other _____

Window Trim

- Limestone
- Brick
- Wood
- Synthetic Material _____
- Other _____

Fascias, Soffits, Rakeboards

- Wood
- Other _____
- Synthetic Material _____

THE CITY OF LAKE FOREST
BUILDING REVIEW BOARD APPLICATION
DESCRIPTION OF EXTERIOR MATERIALS – CONTINUED

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Roofing

Primary Roof Material

- Wood Shingles
- Wood Shakes
- Slate
- Clay Tile
- Composition Shingles _____
- Sheet Metal _____
- Other _____

Flashing Material

- Copper
- Sheet Metal _____
- Other _____

Color of Material _____

Gutters and Downspouts

- Copper
- Aluminum
- Other _____

Driveway Material

- Asphalt
- Poured Concrete
- Brick Pavers
- Concrete Pavers
- Crushed Stone
- Other _____

Terraces and Patios

- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other _____



THE CITY OF LAKE FOREST

BUILDING REVIEW BOARD APPLICATION CHECKLIST

Building Review Board Submittal Requirements

All of the following items must be submitted before a petition can be scheduled for consideration by the Building Review Board at an upcoming meeting. Please review the attached submittal schedule for the necessary deadlines. The following checklist (3 pages) should be completed and submitted with your application.

NOTE: Packets of information and drawings should be generally arranged in the following order

Board Filing Fees – see fee schedule at www.cityoflakeforest.com

- Building Review Board Filing Fee.**
- Building Scale Calculation Fee.** *Required for additions and new construction.*

General

- Application Form** (Attached)
- Description of Exterior Materials** (Attached) *Samples of materials should be available for Board review.*
- Statement of Intent** describing the proposed project. The description should explain how the project meets the Design Criteria in the City Code, identify existing site and building conditions, the design rationale for the project and any unique limitations of the project.
- Statement supporting a Building Scale Variance** (if requested) based on the criteria in the Building Scale and Environment Ordinance should be included in the statement of intent. (see attached)
- Statement addressing the Demolition Criteria** (if Demolition is requested) in the Code is required. (see attached)
- Completed Building Scale Workbook.** One copy submitted with the ¼ inch scale plans. Workbooks are available on our website at www.cityoflakeforest.com or at the Municipal Services Building at 800 Field Drive.
- Impervious Surface Calculation** of the current amount of impervious surface and the proposed amount, including all building footprints, driveways, patios, terraces, pool decks, tennis courts etc.

At the Site for All Requests

- Stake the Footprint** of all new residences and all additions. Ribbon at least two inches wide and of a bright color must be erected to represent the perimeter or outline of the building. The site must be staked at least two weeks prior to the meeting. *Staff and Board members will visit the site during that two-week period.*
- Roofline Mock-Up.** Depending on the type of project, staff may require a roofline mock-up on the site. The mock-up should be erected to represent the roofline of the structure or addition, and strong enough to accurately maintain the proposed roof outline and height.

Plans & Drawings

General

- Official Plat of Survey** showing the exact location of all existing buildings, parking areas, public improvements, easements, required setbacks, trees and other key features of the site.
- Site Plan of Proposed Improvements.** The site plan shall show the property lines, zoning setbacks, any utility and access easements, conservation easements, preservation and no disturbance areas, the location of all existing and proposed buildings or additions including roof overhangs, all patios, terraces, tennis courts, swimming pools and other accessory structures. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on the plan.
- Parking Lot Layout** (if applicable) complete with stall dimensions, number of spaces, wheel stops, type of surface, drainage, lighting, fencing, planting, aisle width, driveway approaches and required handicapped parking.
- Grading Plan (Planning staff may waive this requirement for the BRB meeting if no grade change is proposed.)** If grade changes are proposed, a plan shall be submitted showing the existing elevation of the site and the location and amount of all proposed grading and fill. All existing trees 8" DBH or larger and all clusters of 6 or more trees of at least 4" DBH shall be reflected on this plan.
- Site Grading Cross Section (if grade change is proposed.)** The cross section should show the existing grade on the site, the proposed grade, the proposed top of first floor and a measurement to the highest roof ridge. In cases where significant change to the existing grade is proposed, multiple sections may be necessary to clearly explain the project.
- Tree Survey.** The survey shall include information on all existing trees 8" DBH or larger and cluster of 6 or more trees at least 4" DBH. Information shall include the location, size, species and conditions of each tree. Each tree shown on the survey shall be tagged on the site. The plan should indicate any trees proposed for removal.
- Landscape Plan,** complete with size and species at the time of planting. The plan should show existing trees and vegetation and indicate whether they will remain or be removed.
- Proposed Elevations.** Elevations should include a 6 ft figure on each elevation to show human scale. Additions should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure. Elevations should show both the existing and new buildings.
- Proposed Floor Plans.** Additions should be drawn as they relate to the original structure.
- Proposed Roof Plan**
- Cross Sections** showing attic heights and existing grade on the site.
- Streetscape Elevations** (Required for all new houses and major additions visible from the street) At a minimum, streetscape elevations should show the front elevations of the proposed house and adjacent structures. The streetscape elevation should illustrate any substantial grade changes between properties.
- Photographs** of the site, existing buildings and the immediate neighborhood.
- Supporting Documentation** related to the project including background or historical information on the property or letters from neighboring residents.
- Concept Studies** of alternative designs and siting options for additions, new construction, and accessory structures to better explain the proposed project. Providing a list of pros and cons of the alternative concept studies is encouraged.

For Demolition, Partial Demolition and Major Addition Requests

Please be aware that the City of Lake Forest encourages reuse, renovation and upgrades to existing structures and discourages demolitions.

- Consultant's Reports.** Include a Structural Evaluation from an independent structural engineer providing an assessment of the structural condition of the building. This is not a maintenance report.
- Additional information** supporting the Demolition Criteria. (see attached)
- Site Plan Overlay.** A site plan showing the footprint of the proposed structure in relation to the footprint of the existing building.
- Elevation Overlays.** *All elevations* showing the replacement structure in relation to the existing structure.
- Massing Models** may be required to be presented to the Board to help clarify and explain the proposed project.
- Existing Elevations and Floor Plans** may be required to better understand the proposed project.
- Demolition Plans.** If a partial demolition or major addition is proposed, a demolition plan should be submitted showing existing walls to remain, existing walls to be removed, and all new walls. If a major addition is proposed, such as a second floor addition to a one story residence, a written statement should be provided identifying the following items:
 - The existing foundation material and condition;
 - The existing structural members and condition;
 - Whether the existing foundation and structural members can support a new addition;
 - Whether the exterior wall material (brick, siding, etc.) will be maintained or replaced;
 - Whether the existing mechanical systems will be maintained or replaced.
- Perspectives, drawings or sketches** of the proposed building showing its relationship to neighboring structures and the overall streetscape may be helpful in explaining your project to the Board.

Please Note: As a condition of approval of an architecturally or historically significant structure, the Board may require one or more of the following.

- *Submission of high quality, 8x10, black and white photographs of the structure, accessory buildings, property, landscape features, or any significant details of the building.*
- *Submission of measured architectural drawings of the structure or of specific architectural elements.*
- *Storage of significant architectural features or materials such as windows, brick or ironwork at a designated location.*

For Signage Requests

- Site Plan** showing location of proposed sign(s) and any proposed landscaping or lighting.
- Elevation of Building** façade with proposed signage
- Sign Elevations** detailed with dimensions. Materials, letter size, typeface, and colors
- On-Site Sign Mock-Up.** Staff may require an on-site mock-up to better understand the project.