

# Procedure to Obtain Certificate of Appropriateness (COA) for Proposed Window Replacement on a Significant Property

To replace windows of any Street Facade of a Significant Property

Submit completed COA application (Exhibit B) with elevations, manufacturer specifications and details, and photographs to Village staff.

HPC reviews proposed alterations within 7 days of receipt of application. No public hearing required. Subcommittee review permitted.

HPC issues advisory recommendation within 7 days.

COA Issued

COA not issued

Owner may request public hearing

COA Issued

COA not Issued

The owner may request reconsideration within 30 days only if new evidence or information is presented. No new application for a similar COA may be submitted for one year. The owner may proceed with the work upon obtaining a building permit.

## Alterations to Significant Properties

Procedure to obtain a Certificate of Appropriateness for repair, rehabilitation, reconstruction, or restoration affecting more than 20 percent of any individual Street Façade (other than windows and demolition which are dealt with separately)

Submit completed COA application (per Exhibit B) to Staff before building permit; staff forwards to Architectural Review Subcommittee or the full Commission for completeness review

Once the application is deemed complete by the full Commission or Architectural Review Subcommittee, the Commission will schedule a meeting within 30 days, with the owner or the owner's representative (who are required to attend) and issue its advisory recommendation.

HPC Meeting occurs at RF Village Hall for recommendation

COA not issued

COA Issued. No further HPC action needed. May apply for building permit.

Owner may request public hearing. Commission can either Issue or Deny COA with recommendations

COA not Issued

Work may begin upon the expiration of the 30-day period or receipt of advisory recommendations after obtaining building permit for such work. Owner can request a meeting if COA is denied

# Demolition of Significant Properties – Principal Structure

Owners submits completed COA application(per Exhibit B) to the HPC before applying for a demolition permit for a Principal Structure on a Significant Property

Meeting #1: After the Village receives the application for COA, the Full Commission meets to determine whether the application is complete

Once the application is deemed complete, staff must publish notice in a newspaper 15 to 30 days prior to the hearing. The owner must mail notice by certified mail with return receipt requested to all property owners within 500 feet, and the Village must post the required sign on the property at least 15 days before the public hearing.

Meeting #2: Public Hearing Occurs – HPC makes Recommendation

COA Issued and no further HPC action is needed

HPC withholds COA and issues Demolition Delay. See PART 2

PART 2 on next page

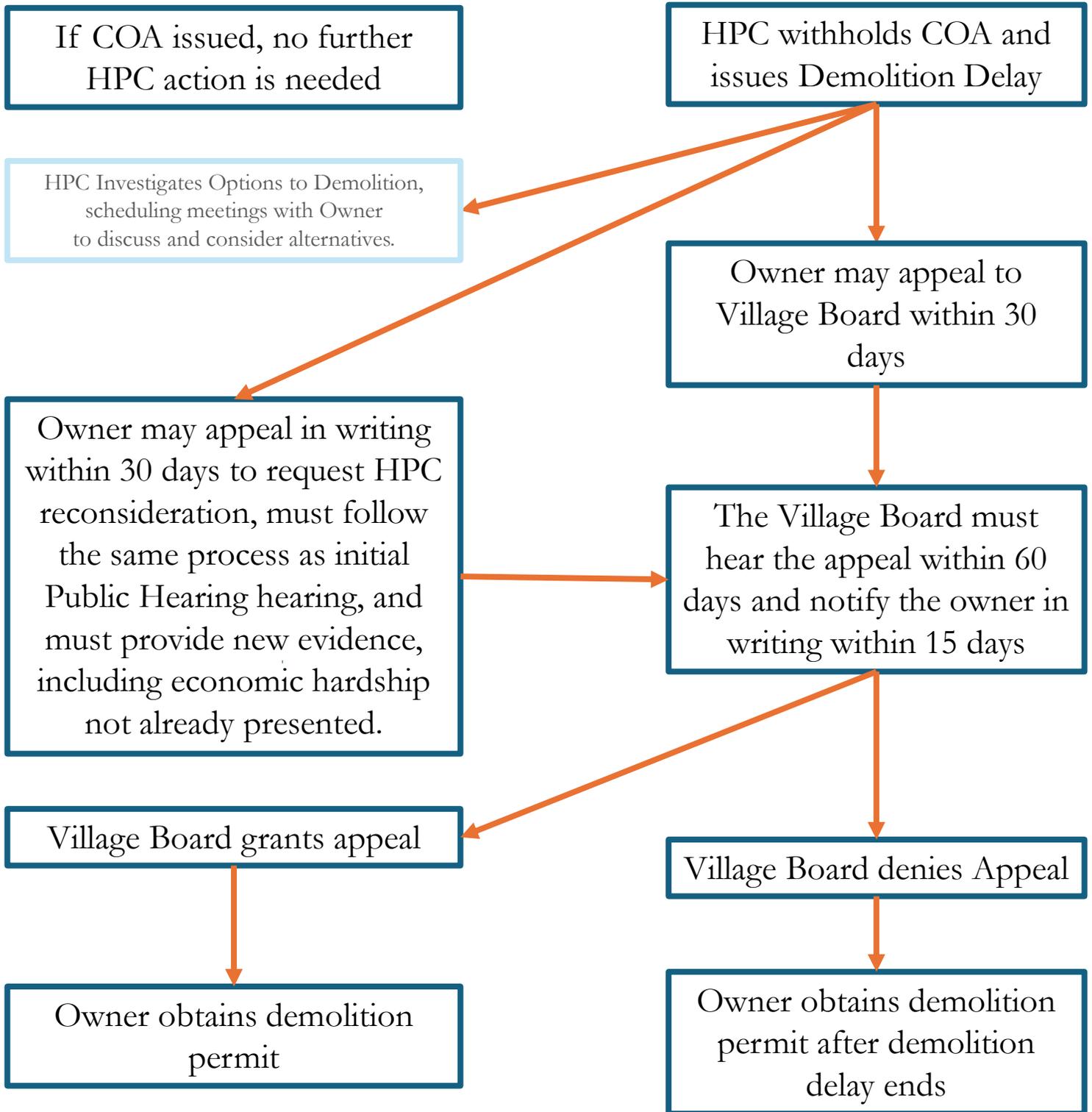
Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties

These charts are intended as a meaningful aid in understanding the requirements of the Ordinance. To the extent that there is any conflict between the Ordinance and the charts, the Ordinance controls

# Demolition of Significant Properties – Principal Structure

## Demolition permit for a Principal Structure on a Significant Property

### PART 2



**Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties**

## Demolition of Significant Properties – Accessory Structure

Owners must submit a completed COA(per Exhibit B) to the HPC before applying for a demolition permit for an Accessory Structure on a Significant Property

The owner submits a COA application, and Staff sends it to the Architectural Review Subcommittee to decide if the full commission needs to review it.

If no, COA is issued.

If yes, the owner must follow the same process as for a Principal Structure

Once the application is deemed complete, staff must publish notice in a newspaper 15 to 30 days prior to the hearing. The owner must mail notice by certified mail with return receipt requested to all property owners within 500 feet, and the Village must post the required sign on the property at least 15 days before the public hearing.

Meeting #2: Public Hearing Occurs – HPC makes Recommendation within 15 days of hearing

COA Issued

HPC withholds COA and issues Demolition Delay

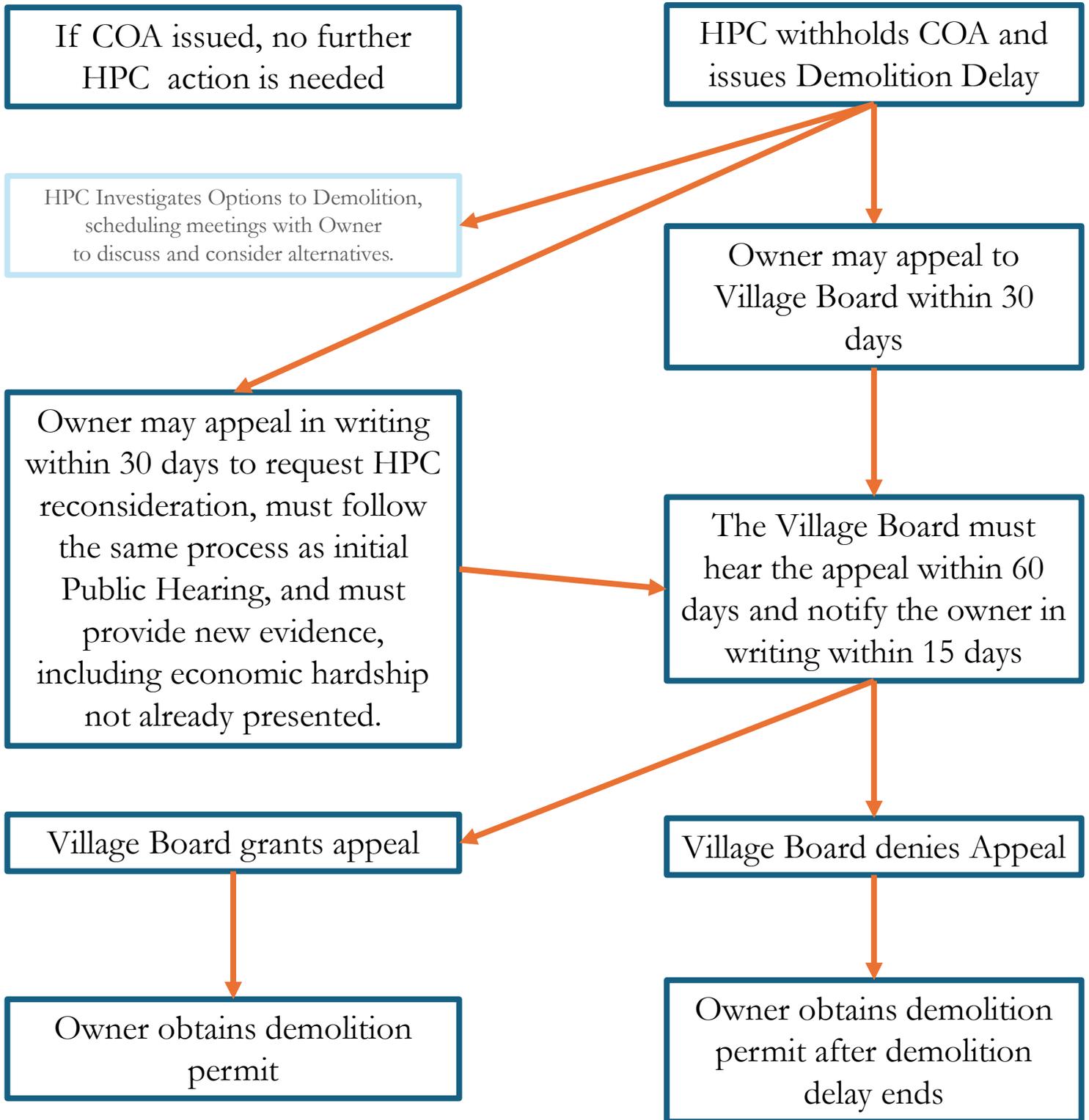
PART 2 on next page

**Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties**

# Demolition of Significant Properties – Accessory Structure

## Demolition permit for an accessory structure on a Significant Property

### PART 2



Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties