

# Procedure to Obtain Certificate of Appropriateness (COA) for Demolition of a Significant Property

Owner is required to submit application to Village prior to obtaining demolition permit.



Owner must publish notice of hearing in village newspapers 15-30 days in advance. Owner must send notice to owners of property within 500' of proposed demolition, return receipt requested, before the hearing and provide proof of notice. Village must post sign specified in ordinance, at owner's expense, in front of the property at least 15 days before the hearing.



HPC must hold public hearing within 60 days of receipt of a complete application for a COA as detailed in the ordinance



HPC must provide written decision within 15 days of hearing.



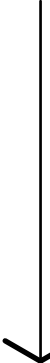
HPC withholds COA and issues Demolition Delay (DD)\*



HPC grants COA



Owner may seek HPC reconsideration with written appeal within 30 days; must comply with same requirements that apply to the initial hearing; and must provide substantial new evidence, which may include a claim of economic hardship if not previously presented.



Owner can appeal to Village Board within 30 days.

HPC Investigates Options to Demolition, scheduling meetings with Owner to discuss and consider alternatives.



Village Board must hear appeal within 60 days.



Village Board must provide written decision to Owner within 15 days of hearing.



Village Board grants appeal



Village Board denies appeal



Owner obtains demolition permit



Owner obtains Demolition Permit after expiration of Demolition Delay

Proposed change: Max 6 months for significant properties that are not zoned PRI, and not more than twelve months for significant properties that are zoned PRI.

\* Demolition Delay period is 6 months from original application to Village

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.