



Village of  
**Lincolnshire**

## **ARCHITECTURAL REVIEW BOARD**



---

### **Supplemental Information Packet**

Meeting Schedule:  
Third Tuesday of each month  
7:00 PM  
Village Hall Meeting Room

Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069  
847.883.8600 ph  
847.883.8608 fax  
[www.village.lincolnshire.il.us](http://www.village.lincolnshire.il.us)

## PRELIMINARY STAFF REVIEW

Before a request can be placed on an agenda for the Architectural Review Board (ARB), Department of Community Development Staff review must occur first. The more detailed information that is submitted will result in a more complete review. The documents identified below can be used as a guide for documents to be submitted. Additional quantities and review of submitted materials may be required.

## ARCHITECTURAL REVIEW BOARD & PRESENTATION PACKET

Once the site development plans have been reviewed for completeness, the request will be docketed on a regularly scheduled agenda of the ARB (third Tuesday of the month).

**22 copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The plan sets must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

**Color Rendering(s)**

Full size color rendering(s) should also be prepared to present at the ARB meeting.

**Site Plan** (including but not limited to)

- Must be drawn to an engineer scale (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
- Must include fully detailed dimensions of all site improvements.
- Indicate the required and proposed building setback lines based on the appropriate zoning district and building height (if applicable).
- Include a Site Data Chart with the following information (at a minimum):
  - Zoning classification of the subject property.
  - Total gross area (square feet) of the entire site.
  - Total net area (square feet) of the site (i.e., reduction from right-of-way dedication, etc.).
  - Total gross area (square feet) of impervious surfaces.
  - Total gross area (square feet) of open space.
  - Total gross area (square feet) of all buildings by each type of use.
  - Total Floor Area Ratio (FAR), including support spaces (i.e., corridors, bathrooms, storage, mechanical rooms, etc.).
  - Building height at tallest measurement (including any rooftop equipment/screens).
  - Total number of code required parking and A.D.A. parking spaces, and loading berths per each use.
  - Total number of provided parking and A.D.A. parking spaces, and loading berths.
  - Additional items as deemed appropriate or as determined by the Planning Project Manager.

**Landscape Plan(s)**

*Regulations pertaining to landscaping can be found in Title 13: Tree Preservation and Landscaping of the Lincolnshire Village Code.*

- Landscape plan requirements can be found in Section 13-2-3(B) of the Lincolnshire Village Code.
- For developments where stormwater detention areas are required, plans in compliance with Section 13-2-6 of Lincolnshire Village Code shall be provided that are specific to the design, construction/establishment, and maintenance of such ponds.



**Building Elevations**

- Must be drawn to an engineer or architect scale ratio and noted on the plans.
- Must be fully colored to accurately represent all proposed exterior building materials and colors for each building façade. Identify any special treatments, such as reveals, patterns, dormers, bay windows, projections, or recessed portions of the façade, roof type, accent trims or panels, etc.

**Exterior Equipment Screening Plan**

The following information may be illustrated on the Site Plan or Elevation Drawings in place of a separate Equipment Screening Plan, as appropriate.

- Must illustrate the location and type of each rooftop and/or ground mounted equipment along with the proposed equipment screening.
- Indicate the proposed materials and colors for the equipment screening and identify any special treatments.
- Include a section drawing/detail illustrating that the height of all required equipment screening exceeds the highest point of all exterior equipment by a minimum of six-inches (6").
- A line-of-sight drawing/detail, which illustrates the rooftop equipment and screening as viewed at eye-level from the adjacent roadways and parking lots, may be also requested by Planning Staff.
- *Regulations on rooftop, wall, and ground mounted equipment screening can be found in Section 5-1-10: Rooftop Equipment and Ground-Installed Mechanical Equipment and Chapter 15: Fences and Screens of Title 6 of the Lincolnshire Village Code.*

**Floor Plan(s)**

The Floor Plan drawing should illustrate the proposed layout of the internal rooms/uses of the building that identifies each room/use and the square feet associated with each type of room/use in the structure(s).

**Sign(s)**

*Regulations on signage can be found in Title 12: Sign Control of the Lincolnshire Village Code.*

- Indicate the location, setback measurement from the nearest pavement edge, and type of each sign on the site plan and building elevations (if applicable).
- Provide full color and dimensioned sign plan elevations (front and side) of each sign, and also indicate materials, colors, sign area, and type of illumination.
- A landscape plan is required for all ground signs showing compliance with Section 12-8-1-E of the Lincolnshire Village Code. All easements and adjacent utility structures in proximity to the ground sign(s) must also be shown on the plan.

**Preliminary Civil Engineering Plan(s)**

*Regulations pertaining to the preliminary engineering plans can be found in Section 7-3-3: Preliminary Improvement Plans of the Lincolnshire Village Code.*

- The Applicant shall contact the Lake County Stormwater Management Commission (LCSMC) for additional requirements on stormwater management and wetland regulations. Should LCSMC require a permit, an application for development will not be docketed until LCSMC releases a preliminary review for the project conveying conceptual support for the project, subject to Village Engineer's determination.



**Photometric Lighting Plan**

*Regulations pertaining to outdoor lighting can be found in Section 6-3-16: Outdoor Lighting of the Lincolnshire Village Code.*

- Provide a site lighting plan, which identifies the illumination measurement (in foot-candles) of all exterior light sources to the property lines.
- Provide manufacturer's catalogue cut sheets of all lighting fixtures, color, and mounting/pole height of each type of light standard proposed.

**Site Amenities**

Provide manufacturer's catalogue cut sheets of all site amenities and improvements (light standards, bridges, mailboxes, seating, fences or screens, fountains, trash receptacle, paving materials, etc.).

### **VILLAGE BOARD & PRESENTATION PACKET**

Upon receiving a recommendation from the ARB, the recommendation and site development plans will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

**22 copies of all the documents recommended by the ARB must be submitted to the assigned Planning Project Manager a minimum of 1 week prior to the scheduled meeting. **The plan sets must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.****

- One full-size color plan set (bound), no larger than 24" x 36", must also be submitted along with the twenty-two (22) copies of the presentation packet.

### **ADDITIONAL INFORMATION**

- ▶ It is recommended that presentation boards or a computer presentation be used when presenting to the ARB. If a computer presentation will be used, please contact the assigned Planning Project Manager prior to the scheduled meeting for arrangements.
- ▶ Samples of the proposed building materials and paint colors must be submitted to the Planning Project Manager to be retained by the Village (materials will be returned upon the final determination of the Village Board of Trustees).
- ▶ On occasion, a request considered by the ARB may be continued to their next regularly scheduled meeting if further design review and/or revisions are requested. If more than one ARB meeting is required, **22 copies** of the abovementioned documents, along with the requested revisions, must be submitted a minimum of **1 week** prior to the scheduled meeting. **As before, the presentation packets must be in the same format required above when submitted.**