



ARCHITECTURAL REVIEW BOARD

Architectural Review Board

3rd Tuesday of each month
7:00 p.m., Village Hall Meeting Room

Village Board/Committee of the Whole

2nd & 4th Monday of each month
7:00 p.m., Village Hall Meeting Room

Village of Lincolnshire | Community & Economic Development

One Olde Half Day Road, Lincolnshire, IL 60069 | 847-883-8600 | www.lincolnshireil.gov

**Community & Economic
Development Department**
Lincolnshire Village Hall
One Olde Half Day Rd
8:30 am—4:30 pm
847-913-2310

1A. PRE-APPLICATION MEETING

A pre-application meeting with the Community & Economic Development (CED) Staff is recommended prior to submitting any application materials. Appointments are not necessary, but you are encouraged to schedule a meeting based on Staff availability.

Additional information pertaining to the administration of the Architectural Review Board can be found in [Section 6-14-5](#) of the Lincolnshire Zoning Code.

1B. APPLICATION & PRELIMINARY STAFF REVIEW

Before an application is scheduled on a meeting agenda, the following documents must be submitted to CED Staff for review (*additional materials may be required, as determined by the CED Staff*):

The following materials may be submitted as an **electronic copy in PDF format** or **paper copy format**. Failure to provide a complete submittal may result in additional delays.

- Planning & Zoning Application** – A completed [application](#) and all required material identified in the application.
- Letter of Request** – A letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- Conceptual Site Plan** – The general location and size of all buildings, parking and traffic circulation areas, landscape areas, and preliminary site data chart must be provided on the conceptual plan.

2. PRELIMINARY EVALUATION MEETING - COMMITTEE OF THE WHOLE (COW)

Applications for new construction of buildings and development will be evaluated on a preliminary basis for initial comment by the Committee of the Whole (COW) (2nd & 4th Mondays of the month).

1 electronic copy in PDF format of the following materials must be submitted a minimum of **3 weeks** prior to a regularly scheduled meeting in order for the application to be docketed on an agenda of the COW. Incomplete and/or late submittals will not be accepted.

- Letter of Request** – A letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- Conceptual Site Plan** – The general location and size of all buildings, parking and traffic circulation areas, landscape areas, and preliminary site data chart must be provided on the conceptual plan.

3. DEVELOPMENT REVIEW TEAM (DRT)

Following Preliminary Evaluation by the COW, the Development Review Team (DRT) will conduct a review of the development proposal. The DRT carries out review of preliminary/conceptual site development plans for all applications, excluding single-family residential development. The DRT strives to achieve a mutually acceptable site design and improvement solutions to specific site problems. Written review comments and recommendations will be issued to the applicant within 10 business days following the scheduled meeting. No final or binding decision is rendered by the DRT.

SEE NEXT PAGE FOR REQUIRED DRT PLANS AND DOCUMENTS

Based on the scope of the development proposal, more than one DRT meeting may be necessary. Additional information pertaining to the administration of the DRT can be found in [Section 6-14-6](#) of the Lincolnshire Zoning Code.

10 full size paper copies of the following documents must be submitted before a DRT meeting will be scheduled. Incomplete and/or late submittals will not be accepted.

- Preliminary/Conceptual Site Development Plans** – All plans must be drawn to scale and illustrate the proposed site improvements, including building footprint locations, parking facilities, streets, internal service/access roads, vehicle ingress/egress, landscape areas, service areas (trash enclosure, loading areas, fire lanes, etc.), and any other pertinent amenities.
- Preliminary Building Elevations** – Elevations for all proposed structures illustrating building dimensions, materials, and any other special building treatments.
- Additional Plans/Details** – Additional documents may be requested by the DRT deemed necessary to conduct a full evaluation of the application.

4. ARCHITECTURAL REVIEW BOARD (ARB) MEETING

Upon completion of plan review by the DRT, the final ARB documents identified below must be submitted for Staff review to determine completeness prior to the application being docketed on an ARB agenda (3rd Tuesday of the month).

1 electronic copy in PDF format of the following documents must be submitted a minimum of **5 weeks** prior to the scheduled meeting.

10 paper copies must be submitted a minimum of **1 week** prior to the scheduled meeting and must be bound together into a presentation packet, no larger than 11"x17" paper size. Incomplete and/or late submittals will not be accepted.

- Color Architectural Renderings (if necessary)**
- Site Plan (including but not limited to):**
 - Must be drawn to an engineer scale ratio (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
 - Illustrate the location and size of all buildings, parking and loading areas, drives, walks, refuse enclosures, signs, lighting, and identify paving materials on the plans.
 - Identify the required and proposed building setbacks based on the appropriate zoning district and/or building height.
 - Identify detailed dimensions of all site improvements.
 - Site Data Chart, with the following information:
 - Zoning classification of the subject property.
 - Total gross area of the entire site.
 - Total net area of the site (i.e., reduction from right-of-way dedication, etc.).
 - Total gross area of impervious surfaces.
 - Total gross area of open space.
 - Total gross area 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, including A.D.A. spaces and loading berths per each use.
 - Total number of provided parking, including A.D.A. spaces and loading berths.

Landscape Plan

- Landscape plan requirements can be found in [Chapter 2, Title 13](#) of the Lincolnshire Landscaping Code.
- For developments where it is necessary to provide for adequate stormwater facilities, plans in compliance with [Section 13-2-6, Title 13](#) of the Lincolnshire Landscaping Code shall be provided that are specific to the design, construction/establishment, and maintenance plan of native plantings for stormwater facilities.

Building Elevations

- Must be drawn to an engineer or architect scale ratio and noted on the plans.
- Identify all proposed exterior building materials and colors for each building façade, and identify any special treatments such as reveals; patterns; dormers; bay windows; projections; or recessed portions of the façade; roof types; accent trims or panels; etc.
- Material samples and paint colors must be submitted to CED Staff prior to the scheduled meeting and will be retained through the Village review process. The material samples will be returned upon the completion of the construction phase.

Exterior Equipment/Screening Plan – Regulations for rooftop, wall, and ground mounted equipment screening can be found in [Section 5-1-10, Title 5](#) of the Lincolnshire Building Code and [Chapter 15, Title 6](#) of the Lincolnshire Zoning Code.

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

- Plan view drawing/detail illustrating the location and type of each rooftop/ground-mounted equipment along with the footprint of the equipment screening.
- Identify proposed materials and colors for the equipment screening, and any special treatments.
- Provide a building cross-section drawing/detail, which illustrates the height of all equipment screening extending at least six-inches (6”) above the mechanical equipment.
- A line-of-sight drawing, which illustrates the rooftop equipment and screening as viewed at eye-level from the adjacent roadways and parking lots, may be also requested.

Floor Plan(s) – Illustrate the internal layout of uses in the building and identify each use in the structure.

Sign Plan(s) – Regulations pertaining to signage can be found in [Title 12 of the Lincolnshire Sign Code](#).

- Indicate the location and sign type on the site plan and/or building elevations. Identify setback measurement from the nearest pavement edge for all ground-mounted signs.
- Provide full color and dimensioned sign elevations (front and side views) for each sign, and also indicate materials, colors, sign area, and type of illumination.
- A landscape plan is required for all ground-mounted signs in compliance with [Section 12-8-1\(E\)](#) of the Lincolnshire Sign Code. All easements and adjacent utility structures in proximity to the ground sign must also be shown on the plan.
- Provide manufacturer’s catalogue cut sheets and finish color of all exterior lighting fixtures proposed.

Preliminary Civil Engineering Plans – Preliminary engineering plan requirements can be found in [Section 7-3-3](#) of the Lincolnshire Subdivision and Land Development Code.

Photometric Lighting Plan – Regulations pertaining to outdoor lighting can be found in [Section 6-3-15](#) of the Lincolnshire Zoning Code.

Site Amenities – Provide manufacturer’s catalogue cut sheets of all site amenities and improvements (light fixtures, mailboxes, seating, fences or screens, fountains, trash receptacle, paving materials, etc.).

