



## Transportation, Engineering & Development (TED) Business Group

### **HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKET**

An application for a Certificate of Appropriateness (COA) is either subject to an administrative review through the Fast Track Approval process or review by the Historic Preservation Commission at a public meeting. The Historic Preservation Commission is a nine-member board that typically meets every other month to review COA applications that are subject to Commission review. To find out about if your project is subject to administrative or Commission review, please refer to the attached informational sheet (Exhibit A). If your project is subject to administrative review, please fill out the Fast Track Application which can be found on the City's website. This application is only applicable for projects which require Commission review. To facilitate the review process, COA applicants are required to provide the information and documentation set forth below.

#### **Step 1: Prepare Application Materials**

Applicant shall fill out pages 3-9 of the attached Application form and prepare necessary application materials based on the requirements specified in the application packet. For first time applicants, it is strongly encouraged for the applicant to meet with staff prior to submitting the application to go over the process and determine the required submittals and the appropriate approval process. Please contact Assistant Planner, Brad Iwicki at [iwickib@naperville.il.us](mailto:iwickib@naperville.il.us) to schedule an appointment.

#### **Step 2: Submit Application Materials**

Please submit your application to Assistant Planner, Brad Iwicki at [iwickib@naperville.il.us](mailto:iwickib@naperville.il.us). Once submitted, City staff will review the application materials and provide the applicant with review comments, if any. The Applicant is encouraged to work with staff to address issues identified in the review comments prior to submission of the Application to the Historic Preservation Commission. Any outstanding issues will be forwarded to the Commission for discussion and review at the public meeting.

Once staff determines the application is complete, staff will work with the Applicant to schedule the case for a Historic Preservation Commission meeting, taking into consideration the public notification requirements (see step 3 below). There is no fee for the filing of the application.

#### **Step 3: Send out Public Notification**

##### NOTICE LETTER

Before the scheduled Historic Preservation Commission meeting, the applicant shall give written notice of the meeting to the current owners of all lots lying within three hundred feet (300') of the subject property, inclusive of public right-of-way. To obtain a list of property owners within 300', please contact your applicable township office. The written notice can be delivered personally or may be sent by first class mail no later than fifteen (15) days in advance of the public meeting. If notices are delivered personally, a log of signatures confirming the property owners received the notice must be submitted. A signature log template is included in Exhibit B. A sample notification letter is included in Exhibit C.

## NOTICE SIGN

The applicant shall also post notice of the public meeting on a sign visible from the street (excluding alleys) upon the subject property, for a continuous period of not more than thirty (30) days and not less than fifteen (15) days in advance of the public meeting. The applicant can check out a standard notification sign from the city for use on the subject property with a \$100 deposit. The deposit will be refunded after the sign is returned to the city. If the applicant wishes to check out a notification sign, please complete the "Sign Deposit Acknowledgement" form contained in Exhibit D and request the sign from staff at the meeting to submit the application.

## AFFIDAVIT THAT NOTICE HAS BEEN GIVEN

Prior to the public meeting, the applicant shall file a sworn (notarized) affidavit, including a copy of the notification letter, with the city showing the names and addresses of the persons to whom the written notices have been sent or delivered, and that such notices were sent or delivered no less than fifteen (15) days in advance of the public meeting. A sample affidavit is included in Exhibit E.

### **Step 4: Attend the Historic Preservation Commission Meeting**

The applicant is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The Commission will also hear public comments prior to voting on the project. The Commission may approve, approve with conditions, or deny the COA application at the end of the meeting. If approved, a signed copy of the COA will be issued and emailed to you following the meeting.

### **Step 5: Complete Your Improvement**

**Please note that the project may still require a separate building permit prior to any work commencing.** Refer to the approved COA to find out whether you should apply for a building permit as the next step.

For improvements that do not require a building permit, a COA inspection needs to be scheduled at the time of the COA approval. You may call Inspection Dispatch at 630-420-6100 (press "1") to schedule or reschedule an inspection. Inspections for other improvements shall follow the building permit process.

**For further information about COAs please contact:  
Brad Iwicki, Assistant Planner  
Iwickib@naperville.il.us  
630.305.7021**



**TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP**

**HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS**  
**(COA) APPLICATION PACKET**

This application form is used for the Historic Preservation Commission's review of COA applications.

**PLEASE TYPE OR PRINT CLEARLY. \*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED\*\*\*\***

1. OWNER/APPLICANT (REQUIRED INFORMATION)

Property Address:	105 S. Wright St., Naperville, IL 60540
Applicant Name(s):	Lynn Dowd and Mark Dowd
Address/Zip:	105 S. Wright St, Naperville, IL 60540
Telephone – Day/Evening:	██████████
Fax (optional):	██████████
Email:	██████████
Property Owner Name(s):	Lynn Dowd and Mark Dowd
Address/Zip:	██████
Telephone – Day/Evening	██████

2. PICTURES OF EXISTING STRUCTURE OR PORTION OF STRUCTURE TO BE MODIFIED

Provide color photos (clearly labeled) or a building elevation diagram to show the existing structure or portion of structure that would be affected by the proposed work.

3. PROPOSED WORK (Check all that apply)

A COA from the Historic Preservation Commission is required for the following works performed on the primary façade (street-facing façade) of the principal building, fences, driveways or attached garages. Please refer to Exhibit A for a list of improvements that are waived from the COA requirement or are eligible for fast track (staff level) approval.

	<b>Improvement Type*</b>	<b>A COA from the Commission is required for the following:</b>
<input type="checkbox"/>	Doors	New opening, a change in style or opening, or use of material that is not wood or original material
<input type="checkbox"/>	Windows	New opening, a change in style or opening, or use of material other than wood or aluminum clad wood
<input type="checkbox"/>	Roofs	A change in height or pitch; or use of material other than asphalt or original material.
<input checked="" type="checkbox"/>	Exterior Building Materials	A change in reveal or profile; or use of material other than wood, fiber cement board or original material.
<input type="checkbox"/>	Porches	New enclosure, a change in size or style, or use of material that is not one of the following: <ol style="list-style-type: none"> <li>1. Replacement of porch columns with use of wood, plaster or cement materials;</li> <li>2. Replacement of porch flooring with use of wood or composite decking materials; or</li> <li>3. Replacement of other porch components with use of wood or original material.</li> </ol>
<input type="checkbox"/>	Shutters and Awnings	A change in size, style or new addition
<input type="checkbox"/>	New Principal Structure	The primary façade of the new structure
<input type="checkbox"/>	Additions	The primary façade of the addition
<input type="checkbox"/>	Modifications to the Primary Façade	Any modifications that will change the appearance of the original Improvement.
<input type="checkbox"/>	Demolition	Demolition of a principal structure in whole; removal without replacement of original architectural features contributing to the style of the principal building or structure
<input type="checkbox"/>	Driveways	New or relocated street access that is more than five feet (5') from the existing street access.

<input type="checkbox"/>	Fences	Along the street: fences constructed of materials other than wood or iron open picket
<input type="checkbox"/>	Attached Garage	New attached garages
<input type="checkbox"/>	Solar Panels and Skylights	Solar Panels and Skylights on Principal Structures

**\*A building permit may also be required for the above improvements. Please contact the Development Services Department at 630-420-6100 (press "2") to confirm.**

4. DESCRIPTION OF PROPOSED WORK (attach a separate sheet as needed)

- A. If demolition is proposed, describe the scope of the demolition in detail, including a list of original features to be removed or replaced from the primary façade of the building.

We would like to change the facade from wood siding (which is in very poor condition) to stone.

---

We request permission to remove the siding on the front panel of the home which is in very poor, deteriorating condition. See attached photos Nos. 1 and 2.

---



---



---



---

- B. Describe the proposed work in full detail, including materials, style and specifications of key items (e.g., windows and trim; siding and reveal, soffit, fascia, and gutters; porch rails, balustrades, pillars, decking, and ceiling; roofing; exposed foundation; fencing; etc.). If a portion of the residence is being removed or added, please describe the material and justification (e.g. in-kind replacement; aligns with the style of the residence; etc.).

We would like to change the only front panel of the home to a limestone stone. The limestone would be

---

consistent with the style of this home during the period it was built; and it would be consistent with other buildings and homes in the historic district.

---



---



---



---

C. Describe how the proposed work will affect any external architectural features of the structure.

Respectfully, the requested change will enhance the existing home, the neighborhood and the Historic District while retaining the character of the home and the District. I will bring a sample of the proposed limestone to the meeting.

---

---

---

---

---

D. Attach drawings and specifications (not to exceed 11"X17" in size) to include:

- Address of property
- Date of most recent revision
- Site Plan to include:
  - i. Measurements of the lot
  - ii. Existing buildings
  - iii. Proposed modifications or additions with the distance from all lot lines labeled.
- Demolition Plan to clearly identify any portion of the structure to be demolished, even if it will be replaced with a similar structure or building addition.
- Building Elevations of proposed modifications or building additions. Please see Exhibit F for an example of a complete building elevation submittal. If the property is located on a corner lot and the proposed modifications can be seen from both the corner and front sides of the property line, elevations of the corner and front should be provided. The elevations should include:
  - i. A key that specifies the location of the façade and details of the proposed building materials and styles. All new materials must be clearly labeled on the elevations. Please note if the material is in-kind or aligns with the style of the residence. If the material is not in-kind or in the style of the residence, please explain why the material was chosen.
  - ii. On a separate sheet, please provide a written description of how each change to the façade complies with the existing structure's architectural style. If the change is not consistent with the architectural style, please explain why. This can be included on a separate sheet or on the elevations. Clarify whether the style can be found elsewhere existing on the structure or why the new style should be approved. For example, if the beams of the proposed new front porch are tapered at the top, please explain why this style was chosen and, if applicable, reference the Historic Building Design and Resource Manual.
  - iii. We recommend adding weight to the lines, showing the proposed changes in a thick weight and the existing structure in the standard weight.
  - iv. Height of any proposed building additions or new structures.

5. FACTORS FOR CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS APPLICATION RESPONSES (attach a separate sheet as needed)

Respond to the factors for consideration below that demonstrate the need and appropriateness of your request. Example responses to each factor can be found in [Exhibit G](#). Your responses will be forwarded to the Historic Preservation Commission along with the staff memo. **Before responding to the standards, review the Historic Building Design and Resource Manual (<https://www.naperville.il.us/contentassets/7fed1bf2ba19496fa9a037f019616748/cdg-historic-building-design-and-resource-manual.pdf>) against your proposed changes.** If your proposed changes are not listed in the Historic Building Design and Resource Manual as “encouraged” or “acceptable” changes, please respond to 5.3 and 5.4. If the changes are considered “encouraged” or “acceptable” please write “N/A” for 5.3 and 5.4. Please provide thorough responses to each of the standards below.

Factors For Consideration Of A Certificate Of Appropriateness Application:

5.1. Compatibility With District Character: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the character of the historic district in terms of scale, style, exterior features, building placement and site access, as related to the primary facade(s), in rendering a decision to grant or deny a certificate of appropriateness.

*Explanation: Please describe how the proposed changes will be generally consistent with the overall character of the Historic District. With this factor, the Historic Preservation Commission seeks to confirm that the proposed changes will not conflict with the characteristics (i.e., building setback, height, materials, etc.) that are typically found in the district.*

Response to 5.1:

---

There are several buildings and homes in the Historic District and that have limestone features and other stone features on the exterior rendering the proposal wholly consistent with the character of the Historic District.

---

5.2. Compatibility With Architectural Style: The Commission and Zoning Administrator shall consider the compatibility of the proposed improvement with the historic architectural style of the building or structure to be modified by the certificate of appropriateness request.

*Explanation: As a structure in the Historic District, guidelines for appropriate maintenance, rehabilitation and new improvements to enhance and preserve the appearance of homes are outlined in the Historic Building Design and Resource Manual. The Manual also provides background information on each architectural style found in the Historic District. For this factor, please use the Historic Building Design and Resource Manual to identify the historic features of your home as well as if your proposed changes are “encouraged, acceptable or discouraged” in the manual. Please also reference the 2008 Architectural Survey (<https://www.naperville.il.us/about-naperville/historic-district/>) and identify if any of the listed significant features of the home are being removed or changed.*

Response to 5.2:

---

This home is a farmhouse style home, and many farm houses of this era were built with limestone exteriors, in whole or in part.

---

5.3. Economic Reasonableness: The Commission and the Zoning Administrator shall consider the economic reasonableness of any recommended changes determined to be necessary to bring the application into conformity with the character of the historic district.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an economic benefit necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted”. The economic benefit must be reasonable. The explanation should compare the economic benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.3 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

---

---

---

5.4. Energy Conservation Effect: In making its determinations, the Commission and Zoning Administrator shall consider the effect that any recommended changes may have on energy conservation.

*Explanation: If the proposed improvement is “discouraged” in the Historic Building Design and Resource Manual, this factor allows the applicant to explain if there is an Energy Conservation benefit which is necessitating the requested improvement instead of an improvement that is considered “encouraged” or “accepted.” Please describe which aspects of the proposed changes will impact the energy efficiency of the home, and if possible, include metrics that show the change in efficiency. The explanation should compare the efficiency benefit in receiving the COA approval for the improvement, as requested, as opposed to the alternative improvement required if the COA was not approved.*

Response to 5.4 (Only respond if your proposed changes do not meet the Historic Building Design and Resource Manual guidelines):

---

---

---

5.6. The City's Historic Building Design and Resource Manual may be used as a resource in consideration of the above.

*Explanation: The Historic Building Design and Resource Manual is a guiding document for the Historic Preservation Commission with educational resources to assist the members in making well-informed decisions to protect and maintain the Historic District. In this section, please list and describe all portions of the manual that apply to your proposed changes. Please note if the proposed changes align with what is “encouraged”, “acceptable”, or “discouraged” in the manual.*

Response to 5.6: (next page)

6. RELATED VARIANCE, CONDITIONAL USE OR REZONING REQUEST(S):

Please describe any zoning variance, conditional use, or rezoning requests that may be required to complete the proposed work. (note: a separate application must be filed with the Planning Services Team for these requests).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Please note: If the COA is approved, any changes to the approved COA will require additional review by city staff or the Historic Preservation Commission. An approved COA is valid for three (3) years from the date of the issuance of the COA.**

**Required Signature:** The undersigned certifies that the statements set forth in this application including all drawings and specifications submitted herewith are true and correct, and further agrees that the proposed improvements described in this application will be constructed in all respects in accordance with the approved COA as specified in the application, drawings and specifications submitted herewith.

Signature of Applicant: \_\_\_\_\_ Date: May 11, 2026

Signature of Owner (if different): \_\_\_\_\_ Date: \_\_\_\_\_