



CITY OF NAPERVILLE

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:	
Applicant Name(s):	
Address/Zip:	
Telephone – Day/Evening:	
Fax (optional):	
Email:	
Property Owner Name(s):	
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.

	Improvement Type*	A COA from the Commission is required for the following:
	Doors	New opening, a change in style or opening, or use of material that is not wood or original material
	Windows	New opening, a change in style or opening, or use of material other than wood or aluminum clad wood
	Roofs	A change in height or pitch; or use of material other than asphalt or original material.
	Exterior Building Materials	A change in reveal or profile; or use of material other than wood, fiber cement board or original material.
X	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"> 1. Replacement of porch columns with use of wood, plaster or cement materials; 2. Replacement of porch flooring with use of wood or composite decking materials; or 3. Replacement of other porch components with use of wood or original material.
	Shutters and Awnings	A change in size, style or new addition
	New Principal Structure	The primary façade of the new structure
	Additions	The primary façade of the addition
	Modifications to the Primary Façade	Any modifications that will change the appearance of the original Improvement.
	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
	Driveways	New or relocated street access that is more than five feet (5') from the existing street access.

	Fences	Along the street: fences constructed of materials other than wood or iron open picket
	Attached Garage	New attached garages
	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.

Remove existing wood steps, railing and two newel posts leading up

to the front porch

- 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.).

*Excavate and install a concrete base/footing

*Install limestone piers, risers and on the two-sides of the stairs (stone will match the existing stone of the house foundation)

*Install solid stone treads

*Install painted cedar railings and balusters to match existing upper railings

*Repair skirt board as needed

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

The proposed stone step detail is similar to other front porches in the Historic District and is fitting for homes of the period.

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:

The proposed new stone steps mirror other front steps in the Historic District. The stone matches the

setback and height of the current porch.

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:

The existing porch will not change. The stone steps will match the Queen Anne style of our home.

In the Manual, “acceptable” practices allows for replacement of original building materials with substitute materials to retain the appearance and architectural styles of this historic building and the overall character of the neighborhood. The stone, which is in the foundation, will maintain that appearance.
