

Chapter 36  
**ARCHITECTURAL REVIEW PROCESS**

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**36.01 PURPOSE AND JURISDICTION**

A. The Architectural Review Process (ARP for purposes of this Chapter) is established for the purpose of providing standards to evaluate plans for new construction or other exterior improvements in the Village.

B. The goal of ARP is intended to retain the unique character of the Village with a diversity of architectural design, with the following primary objectives for construction:

1. Promote the public health, safety and general welfare of the Village;
2. Consist of custom and semi-custom construction;
3. Prevent multiple residences that have similar exterior designs;
4. Enhance and/or maintain property values of adjacent properties; and
5. Will not consist of tract, semi-tract or geodesic designed houses.

C. Environmentally responsible design and construction is encouraged for all buildings and developments in the Village. The Village strongly encourages energy efficient designs for all new buildings and renovations of existing buildings, including Leadership in Energy and Environmental Design (LEED) certification as administered by the U.S. Green Building Council.

D. The ARP applies to all property within the Village.

E. Nothing contained in the ARP shall be interpreted to constitute an endorsement of any particular manufacturer or product.

F. The ARP shall be administered in conjunction with the applicable provisions of this Code and the Lakewood Zoning Code.

G. The following factors and characteristics relating to a project, which affect appearance, will govern the evaluation of a design submission:

1. Logic of design;

2. Exterior space utilization;
3. Architectural character/style;
4. Materials selection; and
5. Architectural trends and patterns of development in the Village and areas adjacent to a proposed project.

### 36.02 SCOPE

A. Elements regulated within the plan include, but are not limited to:

1. Improved and unimproved land;
2. Relationship of buildings to the site and adjacent areas, building orientation and site treatment;
3. External architectural features of existing and proposed buildings and structures of all types; and
4. Open spaces, rights-of-way, streets and parkways, drives, walks, paths, parking areas, plazas, street furniture, signs, fences, lights and lighting, playgrounds, gardens, yards, landscaping, land topography, plant life, accessory structures and appurtenances.

B. If the Building Commissioner determines that a proposal involves any of the following, review by the Architect shall be required:

1. New construction in any zoning district; or
2. Remodeling or changes in any zoning district which will significantly change or impact upon the overall general appearance of the structure; or
3. External architectural feature within all zoning districts.

C. If the Building Commissioner determines the proposal will not significantly alter the exterior appearance of the primary building or the proposed addition or modification to a detached single family dwelling unit is compatible with or enhances the surrounding area, the Building Commissioner may waive referral to the Architect.

D. Decks, patios and swimming pools that are less than two feet above directly adjacent and existing yard grade level at all points along the perimeter of the proposed project shall be excluded from the ARP.

E. At grade fences are excluded from the ARP.

### 36.03 APPLICATION AND FEES

A. Preliminary sketch plan reviews may be voluntarily scheduled with the Architect in advance of formal permit submission for \$100.00 per one hour session.

B. A building permit must be issued by the Village prior to the commencement of any construction activity. Building permit applications are available on the Village's website (<http://www.village.lakewood.il.us>) or at the Village Hall.

C. The fees for architectural review are \$100.00 for minor projects, such as desks, patios, porches, garages and accessory buildings; \$150.00 for additions, exterior alterations and remodeling; and \$300.00 for new construction. These fees include the initial review and the review of one revised submission. Each additional review required for subsequent resubmissions is subject to an additional fee of \$100.00.

D. For all new residential construction or additions, three sets of final construction documents must be submitted, signed and stamped by an Illinois licensed architect (the "ILA"). Hand annotations shall not be accepted on final plans unless they apply to minor changes that are initiated by both the applicant and the ILA as being acceptable.

E. Projects responsible for compliance under Chapter 21, Landscaping Code, of this Code must include three sets of landscaping plans with the application.

F. Applications will not be accepted without payment of the required review fees and submission of all required materials (application, design plans, site plan, landscape plans, etc.)

### 36.04 APPROVAL PROCESS *Amended 2017-34*

A. The Architect shall review all projects regulated by this ARP. In conducting the review, the Architect will determine whether the project conforms to the applicable provisions of the ARP, as well as other Village ordinances. Based on the assessment, the project will be marked as follows:

1. Approved --- Full approval is granted by the Architect and the application is forwarded on through the Village's building permit process.
2. Conditional Approval --- Approval is granted subject to the applicant conforming to specific provisions or requirements established by the Architect. The applicant may be required to revise and resubmit the plans for confirmation. The application, along with the Architect's notes, is forwarded on through the Village's building permit process.

3. Denied --- The application is denied if it does not conform to the provisions of the ARP or other Village ordinances. The non-conforming elements will be documented by the Architect and forwarded for review by the Chief Administrative Officer, or designee, who will make the final determination.

B. Applicants may challenge a denial through a formal appeal process. A written appeal shall be submitted to the Village and include the specific non-conforming elements in question along with the reasoning and support for the appeal. The appeal will be forwarded for review by an appeals committee, comprised of one Trustee, one staff member and the Building Commissioner. The decision of the appeals committee is final and will be returned to the applicant in writing within 15 days of the appeal's submission date.

C. Any modifications or amendments to an approved plan are subject to additional architectural review.

### 36.05 CRITERIA FOR APPEARANCE

A. Building Design:

1. Continuity of design and detail shall be carried around all four elevations of the dwelling. Exterior elevations shall employ the harmonious use of materials. Projects with significantly more detailed front elevations are discouraged.
2. "Vertical termination" shall be defined as the vertical separation between two dissimilar exterior cladding materials, such as masonry, stucco, wood siding or other approved exterior cladding material (et al exterior veneers). Vertical termination at an outside corner is not acceptable. Vertical termination of exterior veneers should, a) take place within a minimum 18 inches offset inside corner, or b) if on the same plane or surface, a minimum of 18 inches from an outside corner. Under no circumstance should a vertical termination upon the same plane or surface take place on the front elevation of a building.
3. A run of any exterior wall of 36 feet or more must have a visual or structural break, unless it is consistent with the architectural design of the project. For a one-story wall plane, the break may occur in either the roof or wall plane. For a two-story wall plane, the break shall occur in both the roof and wall plane. A window or landscaping shall not be deemed a sufficient substitute for such a break.
4. The main roof pitch should be not less than 7/12, unless necessitated or appropriate to be consistent with the specific architectural design of the project. In addition, all roof elements shall be harmonious on all four elevations.

5. Skylights shall not be located on front elevations. Flat profile roof windows are preferred; however, “bubble” types may be considered based on location, roof type and size. The quantity should be limited and discretely placed to limit visibility.
6. Windows: Every elevation of a dwelling shall have windows and all openings must be consistently articulated. Exceptions to the quantities of openings will be considered for some elevations, relative to their distance to adjoining property. Consistency of detailing on all elevations must be maintained. Garages must have at least one window on each exterior elevation that does not include the overhead door, unless it detracts from another architectural element, such as an entryway. If window muntins are provided, the style must be consistent and used on all elevations. Window wraps or shutters are required, except on masonry veneer wall.
7. The main entrance should have a sense of distinction that is reflected in its design.
8. All attic ventilation vents and plumbing vents shall be located on rear elevations or in locations not visible from adjacent streets and shall be painted to match the roof color. No “B” vents are allowed to penetrate roof surfaces. All venting from furnaces and water heaters shall be by the direct-vent method, in the basement or first story through a sidewall. Where a heating furnace is on the second story, up to two “pvc” vent pipes shall be permitted to penetrate the rear of the roof. Height of the pipe should be as close as possible to the roof line within the manufacturer installation requirements and building codes, and must be painted to match roof shingle color.
9. The exterior surface of all fireplace chimneys shall be masonry. Sheet metal flues are permitted as long as the enclosure is masonry. Direct-vent wall terminations are prohibited on the front elevation. They should be strategically placed to limit them from view, using additional screening as necessary.
10. Supports for decks should incorporate materials that relate to the residence, such as brick or stone. Where wood posts are used in a raised deck, visible posts must be a minimum of six inches by six inches.
11. Accessory buildings or structures must harmonize with the principal dwelling in style, materials and colors.
12. Exterior mechanical equipment, such as, but not limited to, an air conditioning condensing unit, must be screened from view from the street. The screening may be a fence or an evergreen landscaping. The screening

must be placed 30 inches from the equipment and be of the same material as the exterior face of the building, such as horizontal beveled siding with an aluminum metal cap or brick or stone wall with stone cap.

B. Building Materials:

1. Materials shall be consistent with the architectural design of the project.
2. The following materials are encouraged to be used:
  - a. Exterior Finishes: Horizontal lap cedar or fiber cement siding, treated engineered wood, masonry (brick or stone) or stucco.
  - b. Roofing: Slate, tile, cedar shakes, dimensional asphalt shingles, copper standing seam and standing seam metal. Standing seam metal roofing must have concealed fasteners, a Kynar 500 finish or comparable and a maximum two-inch deep drip edge so it does not cover the entire fascia board.
  - c. Decks: Treated wood, natural wood or composite.
  - d. Windows: Aluminum or vinyl clad wood or fiberglass composition.
  - e. Walks: Concrete, brick or concrete pavers, or natural stone.
3. The following materials are not permitted:
  - a. Exterior Finishes: Aluminum capped frieze and fascia; aluminum or vinyl siding (aluminum is acceptable on soffit only); manufactured hardboard; stucco board; T-111; and thin veneer brick.
  - b. Roofing: three tab.
4. Deviations to the encouraged materials list may occur on remodeling projects or additions in order to keep with the character of the existing materials or to match the existing materials when possible.

C. Site Plan and Landscaping:

1. Placement of the dwelling both vertically and horizontally on the lot shall be compatible with the adjacent dwellings, the existing topography and the street elevations. Artificially mounding a lot to create a walk-out or English basement is not acceptable.

2. Landscape and site plans should endeavor, where applicable, to preserve existing trees, particularly those of high-quality hardwood species, to the greatest extent possible. For further details, see Chapter 21, Landscaping Code, of this Code.
3. The owner shall, at his/her expense, have an ornamental light (electric or gas) erected along the street or public way in front of the dwelling. The design, materials and location of such shall be approved by the Architect. Colored lenses are not acceptable. Said lights shall be illuminated between the hours of sunset and sunrise.

D. Architectural Diversity Requirements: No two single-family detached dwellings with the same front elevation or façade shall be constructed or located within sight of the other in a residential zoning district. A dwelling is considered to have a similar front elevation when there is no substantial difference in roof lines, windows, materials used and color.

1. Roof Lines: The following differences in the roof lines shall be deemed sufficient to render buildings containing such changes, if built within sight of each other, to be dissimilar:
  - a. Changing from gable to hip roofs, or vice versa; or
  - b. Providing an intersecting gable roof to the main gable roof, provided that the height of the intersecting roof line does not exceed the height of the main roof.
2. Windows: The following differences in size, location or type of windows shall be deemed sufficient to render buildings containing such changes, if built within sight of each other, to be dissimilar:
  - a. Changing from single windows to multiple window arrangement (ganged units) or vice versa; or
  - b. Changing the type of windows (e.g. casement to double hung); and providing a bay window or alternate window type in the area of the predominant window.

The following changes shall not be deemed sufficient to constitute a substantial change in windows:

- a. The addition or subtraction of muntin bars (dividing lights); or
- b. A change from clad to wood windows; or
- c. A change in window trim color; or

- d. Aluminum or vinyl clad wood or fiberglass composition.
3. Materials: The following differences in construction material between adjacent single-family dwellings, as seen from the front of the dwellings, shall be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar:
- a. Four-inch exposure horizontal siding; or
  - b. Eight-inch exposure horizontal siding; or
  - c. Masonry facing; or
  - d. Natural wood facing.
4. Color: Adjacent colors should reflect a difference of either one full color or a significant change in color value.