



LEVEL I Architectural Review Commission Application

VILLAGE OF BANNOCKBURN

Address of Subject Property (where work is proposed)	
PIN of Subject Property	

Please note that the Village may request the Legal Description of the Subject Property

Zoning of Subject Property	
Present Use of Subject Property	
Estimated Cost of Proposed Work	\$

Description of proposed work (provide a brief description of the proposed construction, alteration, enlargement, or remodeling work on the Subject Property – a separate more detailed sheet should be provided):

Applicant Full Name	
Applicant Address	
Applicant Email	
Applicant Telephone Number	
Applicant's Interest in Subject Property	

Owner Full Name	
Owner Address	
Owner Email	
Owner Telephone Number	

Date Received	OFFICE USE
	Staff Review Completed by: _____
	Project is Zoning Compliant: ☐ YES ☐ NO
Fees Paid: _____	Application Action Date: _____
	☐ Approved ☐ Approved with Conditions ☐ Denied
	☐ Referred to ARC for Level II Review

Updated 6-2026



FEES[^] (payable by check (Village of Bannockburn) or cash):

Level I Application	Fee (non-refundable)	+ Escrow	Total \$ Required at Submittal
Project [no Village contractual services]	\$150	\$0	\$150
Project [requires Village contractual services]	\$150	\$200	\$350

[^]Incomplete applications may encounter substantial charges for preparation assistance or rush processing, up to 1.0% of the project cost or a minimum of \$250.

PLEASE ANSWER THE QUESTIONS BELOW/PROVIDE THE REQUESTED INFORMATION

ECONOMIC / FAMILY INTEREST:

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes: ☐ No: ☐

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

CONSULTANTS:

Please provide the name, address, email address and telephone number of each professional or consultant advising the Applicant with respect to this application, including architects, contractors, engineers or attorneys.

[Please provide the information on a separate sheet of paper when submitting this document.]

REQUIRED LEVEL I (Minor) ARC REVIEW SUBMITTALS / CHECKLIST

Assuming the property is zoning compliant and there are no other outstanding issues, below please find the general Architectural Review Commission (“ARC”) Level I (or minor) items required as part of the review process (please verify requirements for each project as it may require more or less depending on the scope of the project):

ALL INITIAL submittals require a digital copy (via PDF) set of plans to be emailed to Ryan Mentkowski for review (Email: RMentkowski@villageofbannockburn.org) (note: application fees do still have to be hand delivered). [until all materials submitted, the application is considered incomplete]

After the formal Staff review, you will be notified of approval, denial or recommendation to appear before the Architectural Review Commission. Typical formal Staff review can typically be accomplished within 5-10 business days.

Submitted	Submittal Documentation Required (please check the box if submitted with your application) ¹
	Level I ARC Application
	Description of ALL Improvements (Paragraph or more describing each improvement in detail)
	Floor Area Ratio calculation sheet (document is attached to the application)
	Zoning Data Table (example document is attached to this application)
	Site Plan / Survey (illustrating location of new improvements, required setbacks, tree removal, etc.)
	Detailed Colored Building / Structure Plans (Building Elevations / Structure Elevations)
	Exterior Lighting Plan (if adding lights) & Spec. Sheets of all proposed lights with Lumens noted & what light will look like (Depending on the amount of lights added, a photometric study may be required.)
	Details on foundation being installed (if applicable)
	Samples of materials (a "material sheet" is often provided showing all the different materials proposed)
	Application Fee (see page 2 above)
	Escrow Agreement (if application requires Village contractual services)
1	<i>Village may require additional documents, depending on the complexity of your project</i>

**PLEASE SUBMIT THIS CHECKLIST WHEN YOU
SUBMIT YOUR APPLICATION AND
INDICATE IN THE “SUBMITTED” BOX
WHETHER YOU PROVIDED THE DOCUMENTATION
WITH YOUR APPLICATION**

CERTIFICATIONS

- The Applicant and Owner certify that this application is filed with the permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do so.
- The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.
- The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying application.
- The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any consultants' fees. By signing this application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.
- **Level I Architectural Review Approval shall become null and void six months after the date on which it was issued unless within such period the work authorized by such certificate is commenced [\[Building Permit approval is required prior to starting any work\]](#).** A Level I Architectural Review Approval shall relate solely to the work shown on plans approved by the issuance of such permit and it shall be unlawful for any person to deviate from such plans without obtaining an amended approval in the same manner as herein provided for obtaining original approval.
- The Applicant acknowledges that they must receive approval of a **separate Building Permit** from the Village PRIOR to starting any work related to this approval.

Printed Name of Owner

Name of Applicant

Signature of Owner

Signature of Applicant

Date: _____

Date: _____

Reminder that the Building Permit application process follows the ARC approval.

*The Building Permit Application can be found on the Village Website at

<https://ecode360.com/documents/BA3216/public/552957028.pdf>

*Additional information regarding building permits can be found at:

<https://bannockburn.org/government/departments/building-permit-information/>



Scan me

VILLAGE OF BANNOCKBURN

FLOOR AREA INFORMATION SHEET

OWNER: _____

ARCHITECT: _____

PROPERTY ADDRESS: _____

ZONING DISTRICT: _____

<u>EXISTING</u>	<u>PERMITTED MAXIMUMS</u>	<u>PROPOSED</u>
LOT AREA: _____	LOT AREA: ⁱⁱⁱ _____	LOT AREA: _____
GROSS FLOOR AREA: ⁱ		GROSS FLOOR AREA:
First Floor: _____		First Floor: _____
Second Floor: _____		Second Floor: _____
Third Floor: _____		Third Floor: _____
If Floor is >14 feet in height, additional "volume area": _____		If Floor is >14 feet in height, additional "volume area": _____
Attic: _____		Attic: _____
Basement: ⁱⁱ _____		Basement: _____
Garage/Parking Structure: _____		Garage/Parking Structure: _____
Accessory Buildings: _____		Accessory Buildings: _____
Other: _____		Other: _____
TOTAL GROSS FLOOR AREA: _____	TOTAL GROSS FLOOR AREA: _____	TOTAL GROSS FLOOR AREA: _____
FLOOR AREA RATIO: _____	FLOOR AREA RATIO: ^{iv} _____	FLOOR AREA RATIO: * _____

ARCHITECT/BUILDER CERTIFICATION:

I, the architect/builder for the owner(s) listed above, have personally reviewed the plans submitted to the Village of Bannockburn, which plans were prepared by _____ and dated _____, and hereby certify that the calculations referenced above are truthful and accurate.

Architect/builder signature: _____

* If the proposed Floor Area Ratio is within either three (3) percent or 250 square feet of the maximum permitted Floor Area Ratio for this property, the owner is required to submit to the Village system-compatible CAD data, in electronic format (or such other confirming materials as may be acceptable to the Village), for independent verification by the Village or its consultant, which verification shall be at the owner's expense.

DEFINITIONS

Per Section 260-1226 of the [Bannockburn Zoning Ordinance](https://ecode360.com/28494017) [https://ecode360.com/28494017]

ⁱ **Gross Floor Area** is defined as “The sum of the gross horizontal areas of all floors of a building or of such area thereof devoted to a specific use, measured from the exterior face of exterior walls or from the center line of walls separating two buildings or uses. Gross floor area shall include areas such as basement floors; elevator shafts and stairwells at each floor; floor spaces and shafts used for mechanical, electrical, and plumbing equipment; penthouses; attic floors; interior balconies and mezzanines; atria; enclosed porches and floor space used for accessory uses. Gross floor area shall also include floor area devoted to parking garages and structures, but not parking lots. No floor area devoted to a public water storage facility shall be included in gross floor area. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor; provided, however, that such ceiling height limitation of fourteen (14) feet shall not apply to warehousing or storage areas within a business headquarters planned unit development.”

ⁱⁱ **Basement** is defined as “A portion of a structure located partly underground having an average ceiling height above grade of more than 2 feet but less than 6 feet.”

ⁱⁱⁱ **Lot Area** is defined as “The total land and water area included within lot lines, excluding, however, land areas subject to easements for public or private access or egress.”

^{iv} **Floor Area Ratio (FAR)** is defined as “The gross floor area of a building divided by the total lot area of the zoning lot on which it is located. For planned developments, the FAR shall be determined by dividing the gross floor area of all principal buildings by the net area of the site.”

CHI1 #100972 v3

Date Submitted _____

ZONING TABLE

Property Address: _____

Project: _____

ZONING DISTRICT: _____

COMPLETED BY: _____

	PERMITTED	EXISTING	PROPOSED
USAGE (what is the property used for)			
LOT SIZE			
LOT WIDTH			
LOT COVERAGE			
SIDE YARD SETBACK			
SIDE YARD AGGERGATE			
FRONT YARD SETBACK			
REAR YARD SETBACK			
HEIGHT#			
Floor Area Ratio (FAR)			
OFF STREET PARKING SPACES REQUIRED^			

^For use with Commercial Developments

Height is the building height, which could be for the principal building, accessory building or both (in that case, a separate sheet should be provided to clarify you meet the zoning requirements).



Village of Bannockburn

Village of Bannockburn, IL 11/2021

THIS DOCUMENT (OR A DOCUMENT CREATED BY THE APPLICANT WITH THIS INFORMATION) MUST BE FILLED OUT AND RETURNED TO THE VILLAGE WITH THE SUBMITTAL UNLESS STAFF HAS STATED IT IS NOT REQUIRED FOR YOUR PARTICULAR PROJECT.