



LEVEL II 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 Fees Paid: _____	OFFICE USE
	Staff Review Completed by: _____
	Project is Zoning Compliant: ☐ YES ☐ NO
	Application Action Date: _____ ☐ Approved ☐ Approved with Conditions ☐ Denied

Updated 6-2026

Questions about the ARC Process?
Scan the QR Code for more info-->

OR email:
CGable@villageofbannockburn.org



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

Level II Application	Fee (non-refundable)	Processing Fee ¹	+ Escrow ²	Total Min \$ Required at Submittal
Projects \$25,000 and under	\$300	\$0	\$1,000 ²	\$1,300
Projects over \$25,000 and Under \$100,000	\$300	\$1,000	\$1,500 ²	\$2,800
Projects \$100,000 and over	\$500	\$2,500	\$2,500 ²	\$5,500

¹Processing Fee: Upon the satisfactory completion of all work and issuance of the certificate of occupancy or use for the work to be undertaken pursuant to a permit, the Village shall return 50% of the processing fee.

²Escrow: For projects that require Village contractual services (i.e. forester review, engineering review, etc), a minimum Escrow account shall be established (please see the Escrow Agreement for additional details and possible escrow amounts based on a projects complexity).

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

PLEASE ANSWER THE QUESTIONS BELOW/PROVIDE THE REQUESTED INFORMATION
(A Separate Document Should be Submitted for the Statement of Goals & Disadvantage)

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.]

STATEMENT OF GOALS

Provide a written statement on a separate sheet of paper as to how the work proposed to be done advances the purposes and goals set forth in §260-1166B of the code, and of how such work achieves or preserves the standards and considerations of §260-1166F of the Code.

STATEMENT OF DISADVANTAGE

Provide a written statement on a separate sheet of paper as to what disadvantage, if any, the applicant will suffer if the work proposed to be done is not allowed.

REQUIRED LEVEL II 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”) checklist (*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 Clara Gable for review (Email: CGable@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 and confirmation by Staff that the project is being placed on an ARC meeting agenda, you will need to submit TEN (10) hard copy sets (at least 11” x 17” in size) to the Village (generally 5 days prior to actual ARC meeting). [Please make sure the submittals are collated into packets & folded prior to submittal to Village Staff.]

Submitted	Submittal Documentation Required (please check the box if submitted with your application) ¹
	Level II 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 the application)
	Pictures of all 4 sides of the property (to be able to see the existing conditions that exist for this project)
	Plat of Survey and Site Plan (illustrating details of improvements)
	Landscape Plan (If landscaping is proposed/required as part of project. Make sure to include the following pieces of the plan at the very least: Tree Inventory, Opacity Chart, Tree Preservation Plan)
	Detailed Colored Building / Structure Plans (Building Elevations / Structure Elevations) / 3D Renderings for any new buildings, building expansions, and accessory structures
	Samples of materials (a "material sheet" is often provided showing all the different materials proposed)
	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.)
	Preliminary Engineering Plans & details on foundation being installed (if applicable)
	Sanitary Sewer Connection from IEPA (large commercial users) (staff will let you know if applicable)
	Shall perform a wetland investigation, conducted by a Lake County Stormwater Management Commission, certified wetland specialist to determine if wetlands are present on the property proposed for development or redevelopment. The wetland investigation will be reviewed by the Village staff and a concurring opinion that "No wetlands are present" will be determined at that time in order for the proposed plan to be submitted for zoning or architectural review
	Application Fee (see page 2 above)
	Escrow Agreement (if application requires Village contractual services)
1	Village may require additional documents, depending on the complexity of your project

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.
- **A Level II 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 II 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

Printed 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: ^{vii} _____	LOT AREA: _____
GROSS FLOOR AREA: ^v		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: ^{vi} _____		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: ^{viii} _____	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]

^v **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.”

^{vi} **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.”

^{vii} **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.”

^{viii} **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.