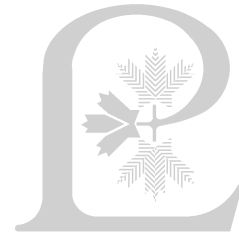


VILLAGE OF LINCOLNSHIRE  
ARCHITECTURAL REVIEW BOARD  
Supplemental Information Packet



(Place Date Stamp Here)

### 1. PRELIMINARY STAFF REVIEW

Prior to being placed on an agenda for the Architectural Review Board's consideration of a request for development, five (5) copies of full-size plans (no larger than 24" x 36") of the documents identified under Step 2 (below) shall be submitted to the Department of Community Development for Staff review. Additional quantities and review of the submitted materials may be required, as requested by the Department of Community Development.

### 2. ARCHITECTURAL REVIEW BOARD PRESENTATION PACKET

Once the site development plans have been reviewed and docketed on a regularly scheduled agenda of the Architectural Review Board (third Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***The plan sets must be in the order identified below and be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Color Rendering(s)** – A full size color rendering should be prepared to present at the Architectural Review Board meeting. A reduced color reproduction of the rendering(s) must also be included with the presentation packets.
- Site Plan (including but not limited to)**
  - Must be drawn to an engineer scale ratio (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans.
  - Indicate the location and size of all buildings, parking and loading areas, drives, walks, refuse enclosures, signs, lighting, and identify paving materials.
  - Indicate the required front, corner side, interior side and rear yard setback lines based on the appropriate zoning district and/or building height.
  - Provide fully detailed dimensions of all site improvements.
  - Provide a Site Data Chart, which must include the following information:
    - Zoning classification of the subject property.
    - Total gross area (square feet) of the entire site.
    - Total net area (square feet) of the site (i.e., reduction from right-of-way dedication, etc.).
    - Total gross area (square feet) of impervious surfaces.
    - Total gross area (square feet) of open space.
    - Total gross area (square feet) of all buildings by each type of use.
    - Total Floor Area Ratio (FAR), including support spaces (i.e., corridors, bathrooms, storage, mechanical rooms, etc.).
    - Building height at tallest measurement (including any rooftop equipment/screens).
    - Total number of code required parking and A.D.A. parking spaces, and loading berths per each use.
    - Total number of provided parking and A.D.A. parking spaces, and loading berths.
    - Additional items as deemed appropriate or as determined by the Planning Project Manager.
- Landscape Plan(s)** – Regulations pertaining to landscaping can be found in Title 13: *Tree Preservation and Landscaping* of the Lincolnshire Village Code.
  - Landscape plan requirements can be found in Section 13-2-3(B) of the Lincolnshire Village Code.
  - For developments where it is necessary to provide for adequate stormwater detention areas, plans in compliance with Section 13-2-6 of Title 13 of the Lincolnshire Village Code shall be provided that are specific to the design, construction/establishment, and maintenance of such ponds.

## ARB PRESENTATION PACKET (CONTINUED)

- Building Elevations**
  - Must be drawn to an engineer or architect scale ratio and noted on the plans.
  - Indicate all proposed exterior building materials and colors for each building façade, and identify any special treatments, such as reveals, patterns, dormers, bay windows, projections, or recessed portions of the façade, roof type, accent trims or panels, etc.
  - Samples of the proposed building materials and paint colors must be displayed on presentation boards and submitted to Planning Project Manager along with the ARB presentation packet to be retained by the Village. For major improvements, a duplicate materials board must be stored at the construction site during the entire construction phase.
- Exterior Equipment Screening Plan** – Regulations pertaining to rooftop, wall, and ground mounted equipment screening can be found in Section 5-1-10: *Rooftop Equipment and Ground-Installed Mechanical Equipment* and Chapter 15: *Fences and Screens* of Title 6 of the Lincolnshire Village Code. The following information may be illustrated on the Site Plan or Elevation Drawings in place of a separate Equipment Screening Plan, as appropriate.
  - Provide a detailed plan drawing, which provides the location and type of each piece of rooftop and ground mounted equipment along with the equipment screening.
  - Indicate existing and proposed materials and colors for the equipment screening and identify any special treatments.
  - Provide a section drawing, which illustrates that the height of all required equipment screening exceeds the highest point of all exterior equipment by a minimum of six-inches (6”).
  - A line-of-sight drawing, which illustrates the rooftop equipment and screening as viewed at eye-level from the adjacent roadways and parking lots, may be also requested by Planning Staff.
- Floor Plan(s)** – Provide a layout of the internal uses of the building that identifies each use and the square feet associated with each type of use in the structure(s).
- Sign(s)** – Regulations pertaining to signage can be found in Title 12: *Sign Control* of the Lincolnshire Village Code.
  - Indicate the location, setback measurement from the nearest pavement edge, and type of each sign on the site plan and building elevations.
  - Provide the full color and dimensioned sign plan elevations (front and side) of each sign, which shall also indicate materials, colors, sign area, and type of illumination.
  - A landscaping plan is required for all ground-mounted signs, in compliance with Section 12-8-1-E of the Lincolnshire Village Code. All easements and adjacent utility structures in proximity to the ground sign(s) must also be shown on the plan.
  - Provide manufacturer's catalogue cut sheets and color of all lighting fixtures proposed.
- Preliminary Civil Engineering Plan(s)** – Regulations pertaining to the preliminary engineering plans can be found in Section 7-3-3: *Preliminary Improvement Plans* of the Lincolnshire Village Code.
  - The Applicant shall contact the Lake County Stormwater Management Commission (LCSMC) for additional requirements related to stormwater management and wetland matters. Should LCSMC require a permit, an application for development will not be docketed for a Public Meeting with the Village until LCSMC releases a preliminary review for the project conveying conceptual support for the project, and subject to Village Engineer's determination.
- Photometric Lighting Plan** – Regulations pertaining to outdoor lighting can be found in Section 6-3-16: *Outdoor Lighting* of the Lincolnshire Village Code.
  - Provide a site lighting plan, which identifies the illumination measurement (in foot-candles) of all exterior light sources to the property lines.
  - Provide manufacturer's catalogue cut sheets of all lighting fixtures, color, and mounting/pole height of each type of light standard proposed.
- Site Amenities** – Provide manufacturer's catalogue cut sheets of all site amenities and improvements (light standards, bridges, mailboxes, seating, fences or screens, fountains, trash receptacle, paving materials, etc.).

### 3. VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the ARB, the recommendation and site development plans will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

- Twenty-two (22) copies** of all the documents recommended by the ARB must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. **Again, the plan sets must be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.**
- One full-size color plan set (bound), no larger than 24" x 36", must also be submitted along with the twenty-two (22) copies of the presentation packet.

### ADDITIONAL INFORMATION

- ▶ It is recommended that full-size presentation boards or a computer slide show presentation be used to present a proposal for development to the Architectural Review Board. If a computer presentation format is desired, please contact the assigned Planning Project Manager prior to the scheduled meeting for arrangements.
- ▶ On occasion, a petition considered at a Public Meeting with the Architectural Review Board (ARB) may be continued to their next regularly scheduled meeting if further design review and/or revisions are requested. If more than one ARB meeting is required, **twenty-two (22) copies** of the abovementioned documents, along with the requested revisions, must be submitted a minimum of **eight (8) days** prior to the scheduled meeting. **As before, the presentation packets must be in the same format required above when submitted.**

#### Village of Lincolnshire

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