



Appearance Review Commission (ARC) Application Packet & Checklist

Application Type and Fee Schedule

- Administrative Review/Reapplication \$100/\$50 All Sign Packages Requiring Variation \$150
 Awning \$25 Landscape or Parking Lot Review \$100
 Building Review (<5,000 sq ft) \$100 Building
 Review (>5,000 sq ft) \$200

Sign Submittal Requirements

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

- Completed application** (available at City Hall or City's website)
- Type of sign (check all that apply)**
 Wall Awning/canopy Window
 Sandwich board Monument Other (specify) _____
- Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
- Detailed description of sign:**
 Sign dimensions, including total square footage of sign(s) Sign materials
 Colors (provide actual color samples) Size of all lettering elements
 Dimension of window and/or building façade Name of lettering style (font)
 Installation details
- Photographs showing adjacent properties and views from subject property.**
- Actual samples of awning, canopy, or sign material**
- If applicable, all lighting details:**
 Photo or actual light fixture
 Color rendering or retouched photograph showing exact location of light fixtures
 Detail sheet of wattage, finish lens type for each proposed fixture
 If applicable, height and light spread indicated on elevation drawings
 Installation details
- Sign variation requests**

New or Remodeled Property/Façade Change

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Plat of Survey** or site plan with scale and north arrow indicating:
 - Lot dimensions, total square footage, and required setbacks
 - Locations of existing and proposed buildings
 - Adjacent roadways with labels
2. **Elevation Drawings** indicating material selections and illustrating proposed improvements.
Please indicate adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.
3. **Scaled Color Renderings and Detail Sheets** of relevant improvements.
4. **Photographs** showing the subject property in context of adjacent properties and views from subject property.
5. **Lighting Specifications** if new lighting is part of your proposal, please submit:
 - Detail sheet of wattage, finish lens type for each proposed fixture
 - Locations indicated on site plan
 - Height and light spread indicated on elevation drawings
 - Photometric plan for new construction, parking, or other site lighting applications
6. **Material Samples** including samples of awning material, siding, sign material, brick, etc. that you are proposing.
7. **Landscape & Tree Removal:** Elements of your project must be indicated on the landscape plan detailing all proposed tree removal, planting quantities and species of proposed plantings.
8. **Written Project Narrative:** A written narrative is required to describe the scope and context of your project including additional literature, brochures, and photos.



CITY OF HIGHWOOD
17 HIGHWOOD AVE
HIGHWOOD, IL 60040
Phone 847.432.1924 / Fax 847.432.0735
www.cityofhighwood.org

Appearance Review Committee Application

Please print clearly.

A digital copy of the submittal requirements is required for preliminary Staff Review. If materials are incomplete, Staff will direct the applicant to submit five (5) hard copies of the submittal with one copy of the application form and checklist to:

City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: _____

Address of Project: _____

Owner Information

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Applicant Information

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Applications for appearance review approval are subject to the requirements of Title 10 Chapter 3 of the City of Highwood and Development. A copy of Title 10 Chapter 3 may be obtained online at:
www.cityofhighwood.org.

It is the responsibility of the applicant to ensure all necessary documentation and permits are filed with the city.

- **Applicant shall be present at the Committee Meeting for presentation of the request.**
- **Incomplete applications will NOT be placed on the agenda.**

I/ We the undersigned, agree to comply with the ordinances of the City of Highwood, I /We agree to submit and obtain all required permits, plans, and inspections. I/We agree to schedule a final inspection.

Signature: _____ Date: _____

Print Name and Title / Position: _____