



10631 MAIN STREET, P.O. BOX 283, ROSCOE IL 61073
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: permits@roscoeil.gov

DESIGN REVIEW

What Requires Design Review Approval?

Design Review approval from the Zoning Board of Appeals (ZBA) is required before a permit may be issued for:

- All nonresidential developments requiring a village permit.
- New buildings with four or more dwelling units.
- Any exterior alteration, enlargement, or major remodeling of structures in Commercial or Industrial districts.
- All projects subject to site plan, elevation, landscape, lighting, or signage review.

Design Review Submission and Approval Requirements

- To be placed on a Zoning Board of Appeals agenda, Design Review submittals must be received at least one month in advance of the meeting.
- Applicants should anticipate design review to take at least 5 weeks.
- No zoning or building permit will be issued without prior ZBA approval.

Design Review Process

Schedule a pre-application conference with the Zoning Administrator.

Contact: 815-623-2829.



Submit a complete Design Review Application, including all required documents, to the Village by the application deadline.



The Zoning Administrator reviews submitted application and prepares a staff report for the ZBA meeting.



The application is reviewed at the next scheduled ZBA meeting.



ZBA File # _____

**APPLICATION FOR DEVELOPMENT APPROVAL:
DESIGN REVIEW AND APPROVAL**

This form is to be used for all Design Review applications to be heard by the Village of Roscoe. **Failure to complete this form properly will delay its consideration.**

PART I. GENERAL INFORMATION

A. Project Information

1. Project/Owner Name: 10774 Main/ Foraged Holdings LLC (Greg and Deanna Osborn)

2. Project Location: 10774 Main St Roscoe, IL 61073

3. Brief Project Description:

Revamp corner lot with grass, hardscaping pad, landscaping plants and mulch, sidewalks and walkways to building.

4. Project Property Legal Description:

04-33-332-007

5. Project Property Size in Acres and Square Feet: .08 acres / 3,608 sq ft.

B. Owner Information

1. Signature: _____

2. Name: Foraged Holdings LLC (Greg and Deanna Osborn)

3. Address: 11245 Yarby Ln Machesney Park IL 61115

4. Phone Number: _____ Fax: _____ Email: _____

C. Agent Information (Designation of an agent to act on behalf of the owner is optional.)

1. Signature: _____

2. Name: _____

3. Address: _____

4. Phone Number: _____ Fax: _____ Email: _____

Official Use Only

ZBA Pre-App Date _____	ZBA Date(s) _____	Zoning District _____
App Date _____	CA Date(s) _____	Com Date(s) _____
ZBA Approved _____	Approved with conditions _____	Denied _____
CA Approved _____	Approved with conditions _____	Denied _____

PART II. APPLICATION REQUIREMENTS

The materials required to be included with an application for a Design Review are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials as necessary to fully evaluate the proposed project. A pre-application conference with Village staff is required. At the meeting, the ZBA may add or delete items from this list as they deem appropriate. All information, including this application form, must be submitted electronically in either a PDF or Word format to the email address noted below the table. If the combined file size exceeds 10MB, a Dropbox or zip file must be used.

Official Use Only

Item #(a)	Application Material	Initial Application		Revisions		Second Set of Revisions	
		Required Materials	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application	X					
2.	Project Narrative	X					
3.	Basic Application Fee	X					
4.	Agreement for Reimbursement of Professional Consulting Fees	X					
5.	Proof of Ownership	X					
6.	Agent Affidavit	X					
7.	Property Owners within 250 feet	X					
8.	General Location Map	X					
9.	Survey / Legal Description (To include: easements, covenants, and any other restrictions on property)	X					
10.	Site Plan (To include: landscape plan, parking plan, common spaces, etc.)	X					
11.	Building Elevations	X					
12.	Floor Plans	X					
13.	Roof Plan	X					
14.	Color Rendering	X					
15.	Photographs of Existing Property and Area	X					
16.	Village Utility Impact Calculations and Report*	*					
17.	Preliminary Utility Improvement Plans*	*					
18.	Utility Letters*	*					
19.	Traffic Study*	*					
20.	IDOT Permit for Work*	*					
21.	Professional economic analysis*	*					

*= if Village staff deems necessary for analysis and approval.

Submit all of the above electronically to: permits@villageofroscoe.com.

If you have any questions, please contact the Village Hall at 815-623-2829.

PART III. SITE DATA TABLE

Please fill in the following table with information about the site.

	<u>Existing</u>	<u>Proposed</u>
<u>Lot Size</u>	44' x 82'	44' x 82'
<u>Lot Coverage (List as both a square footage and a percentage)</u> This includes all buildings and structures located on a lot.	existing building covers 1054 sq ft and 30% of property.	no change
<u>Front Yard Setback</u>	10'	no change
<u>Side Yard Setbacks</u>	4' south 40' north	no change
<u>Rear Yard Setback</u>	4'	no change
<u>Height of Tallest Structure</u>	14 foot	no change
<u>Number of Dwelling (for residential projects)</u>		
<u>Total Building Area by Floor (for non-residential projects)</u>	1054 sq ft	no change

<u>Total Number of Parking Spaces Enclosed and Surface</u>	2 in front of building	4 in front of building
<u>Number of Parking Spaces per Unit (for residential projects)</u>		
<u>Number of Parking Spaces per 1,000 sq. ft. of Building Area (for non-residential projects)</u>	2 in front of building	4 in front of building

PART IV. JUSTIFICATION OF THE PROPOSED DESIGN REVIEW

Please answer all questions, but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

1. How are the plans, designs, and/or proposals for the proposed Design Review in harmony with the purposes, goals, objectives, policies and standards of the Village of Roscoe Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

The plans create a finished landscaped lot in accordance with the Main street Core vision set forth by the Village of Roscoe.

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2. How does the proposed Design Review provide reasonable visual and auditory privacy for all dwelling units located within and adjacent to the site?

The proposed design creates a visually appealing space for the NorthWest corner lot of Main St and Broad St.

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3. How are fences, walls, barriers and/or landscaping arranged in the proposed Design Review to protect and enhance the property and to enhance the privacy of on-site and neighboring occupants?

There is a privacy fence along the west side of the property that will protect the privacy of residential neighbors.

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4. How is the proposed Design Review designed and arranged to have a minimal negative impact on the use and enjoyment of adjoining property?

There is no impact to the adjoining properties. The changes are surrounded by Main St and Broad St. There are no adjoining properties on the west and north sides of property affected by changes.

5. How are all of the elements of the proposed Design Review designed and arranged so that they exist harmoniously with nearby existing and anticipated development? Elements to consider include: buildings, outdoor storage areas and equipment, utility structures, building and paving coverage, landscaping, lighting, glare, dust, signage, views, noise, and odors.

The changes will be arranged to have minimal impact. The sidewalk will allow for easier pedestrian access along Main St and the lighting will be down lighting on building. No accessory buildings are in this plan.

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6. How are noxious emissions or conditions not typical of land uses in the underlying zoning district associated with the proposed Design Review effectively confined so as not to be injurious or detrimental to nearby properties?

No non-typical land uses are proposed in this plan.

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7. Are there any uses that need to be permitted by exception? Are they necessary or desirable and appropriate with respect to the primary purpose of the development and not of such a nature, or so located, as to exercise a detrimental influence on the surrounding neighborhood? Explain.

N/A