

VILLAGE OF  
**FRANKFORT**  
 INC • 1879

Certificate of Appropriateness Application  
 (Historic Preservation Commission)

A Certificate of Appropriateness is required for most types of new construction or alterations of any structures within the H-1 (Historic) zone district, per Ord-3261. **No application fee is required.** Certificates of Appropriateness are required for, but not limited to, the following:

|                           |                                  |                                    |
|---------------------------|----------------------------------|------------------------------------|
| New structures            | Change in paint color            | Changes in roofing material        |
| Alterations to structures | Outdoor seating (new or changed) | Exterior lighting (new or changed) |
| Relocation of a structure | Demolition                       | Fencing (new or changed)           |
| Signs (new or changed)    | Changes to windows or doors      | Small Wireless Facilities          |

**Site Location**

|          |      |
|----------|------|
| Address: | PIN: |
|----------|------|

**Applicant Information**

|                 |        |      |
|-----------------|--------|------|
| Applicant Name: |        |      |
| Address:        |        |      |
| City:           | State: | Zip: |
| Phone:          | Email: |      |

**Owner Information (if different than Applicant)**

|             |        |      |
|-------------|--------|------|
| Owner Name: |        |      |
| Address:    |        |      |
| City:       | State: | Zip: |
| Phone:      | Email: |      |

**Architect/Contractor Information (if applicable)**

|                            |        |      |
|----------------------------|--------|------|
| Architect/Contractor Name: |        |      |
| Address:                   |        |      |
| City:                      | State: | Zip: |
| Phone:                     | Email: |      |

**Scope of Work**

|  |
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See back

**Supplementary Information:**

Depending on the scope of work proposed, the following documents may be required. Please include the following with the application if relevant:

1. Photographs of the site
2. Architectural elevation renderings of proposed changes
3. Renderings of proposed signage, including size, materials, placement, lighting, etc.
4. Uniform Sign Plan if for a new multi-tenant building or Planned Unit Development (PUD).  
Uniform Sign Plan requirements found on page 6 of the Sign Ordinance, online at [https://www.frankfortil.org/government/document\\_center.php#outer-190](https://www.frankfortil.org/government/document_center.php#outer-190))
5. Specific paint colors and swatches if possible
6. Details of lighting, noting the proposed light type and lumens (manufacturer specs)
7. Details of any proposed exterior mechanical equipment
8. Details of any proposed fencing
9. Disclosure of Beneficiary Form (found online at [https://www.frankfortil.org/government/document\\_center.php#outer-229sub-849](https://www.frankfortil.org/government/document_center.php#outer-229sub-849))
10. Copy of deed and title insurance

\_\_\_\_\_  
**Applicant(s) Signature**

\_\_\_\_\_  
**Date**

**Owner’s Signature**

The undersigned on oath states: I, (We) consent to the entry in or upon the premises described in this application by an authorized official of the Village of Frankfort, Will and Cook Counties Illinois for the purposes of inspecting the property and preparing any reviews or reports deemed necessary by the submittal, review and processing of this application or for the purpose of posting, maintaining, and removing such notices as may be required by law. I, (We) state that there has been no change in ownership of the subject property subsequent to the date of the deed and current title commitment accompanying this application. I, (We) state that all representations made in this application and any documents submitted in support of this application are true.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

STATE OF ILLINOIS    )  
                                  SS)  
COUNTY OF WILL    )

I, \_\_\_\_\_, a Notary Public in the County and State aforesaid, do hereby certify that \_\_\_\_\_, personally known to me is (are) the person(s) who executed the foregoing instrument in Frankfort, Will and Cook Counties, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and appeared before me on this day in person and acknowledged that he/she (they) signed, sealed, and delivered the same instrument for the uses and purposes therein set forth.

\_\_\_\_\_  
**Notary Public (seal)**

See back