



**BELLEVILLE HISTORIC PRESERVATION COMMISSION  
DESIGN REVIEW REQUEST APPLICATION**

Address of Property: \_\_\_\_\_

- Hexenbuckel Historic District
- Oakland Historic District
- Old Belleville Historic District

Name of Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Applicant (if different from property owner): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's relationship to Owner:  Owner  Lessee/Tenant  Contractor  Architect  Other: \_\_\_\_\_

Application must be signed on Page 3 to be considered.

**EXTERIOR ALTERATION/REPAIR**

Check each work item for which approval is requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Porch – Maintenance and Minor Repair        |
| <input type="checkbox"/> Architectural Feature (decorative ornamentation) | <input type="checkbox"/> Porch – Major Repair and Reconstruction     |
| <input type="checkbox"/> Awning or Canopy                                 | <input type="checkbox"/> Relocation of Building                      |
| <input type="checkbox"/> Chimney  | <input type="checkbox"/> Retaining Walls                             |
| <input type="checkbox"/> Curb Cut   | <input type="checkbox"/> Roof (change in shape, features, materials) |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Roof Vents                                  |
| <input type="checkbox"/> Demolition                                       | <input type="checkbox"/> Satellite Dish or Antenna                   |
| <input type="checkbox"/> Doors  | <input type="checkbox"/> Security Doors or Windows                   |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Shutters                                    |
| <input type="checkbox"/> Garage/Outbuilding                               | <input type="checkbox"/> Sidewalks                                   |
| <input type="checkbox"/> Gutters & Downspouts                             | <input type="checkbox"/> Siding                                      |
| <input type="checkbox"/> Landscaping                                      | <input type="checkbox"/> Signs                                       |
| <input type="checkbox"/> Light Fixtures                                   | <input type="checkbox"/> Site Furnishings                            |
| <input type="checkbox"/> Masonry Cleaning, Repointing, Painting           | <input type="checkbox"/> Solar Panels and Equipment                  |
| <input type="checkbox"/> Material Change (wood, brick, etc.)              | <input type="checkbox"/> Stairs/Steps                                |
| <input type="checkbox"/> Mechanical System Units                          | <input type="checkbox"/> Storm Doors or Windows                      |
| <input type="checkbox"/> New Construction                                 | <input type="checkbox"/> Swimming Pool                               |
| <input type="checkbox"/> Painting (paint removal, etc.)                   | <input type="checkbox"/> Windows                                     |
| <input type="checkbox"/> Paving (parking lot, driveways, landscaping)     | <input type="checkbox"/> Other: _____                                |

List and describe in detail all work to be done for each item in the space provided on Page 2 include the following materials where appropriate and check appropriate box if included (add pages if necessary):

- A. Narrative – Describe the work.
- B. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. To scale drawings with dimensions will be required for major changes in design, e.g., roofs, facades, porches, and other prominent architectural features.
- C. If application is for any feature not on the primary structure, include a site plan.
- D. If material changes are proposed, include samples.



**APPLICANT SIGNATURE**

In consideration of this application and attached plans and specifications being made a part thereof, we will conform to all the regulations set forth in the City of Belleville, Illinois Codes and Ordinances.

We further agree that all work will be in accordance with the plans and specifications which accompany this application, except for such changes as may be authorized or required by the Building Official. We further agree to post a copy of the approved Design Review Request (DRR) on the premises in a place of public view until the approved work is completed.

\_\_\_\_\_  
Owner/Authorized Agent Signature

\_\_\_\_\_  
Date

**DESIGN REVIEW REQUEST (DRR) DETERMINATION**

Historic Preservation Commission, Chair: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Staff Administrative Approval\*: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Approved

Approved with conditions

Revise / Resubmit

Denied

Conditions: \_\_\_\_\_  
\_\_\_\_\_

The Design Review Request (DRR) is provided at no cost. Please remember that Building Permits may be required in addition to the DRR.

\*Administrative approval allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing.

**PLEASE RETURN APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:**

Belleville Historic Preservation Commission  
2300 West Main St., Suite M112  
Belleville, IL 62226  
(618) 233-6810  
[edpz@belleville.net](mailto:edpz@belleville.net)

**DRAWING OF PROPOSED WORK**

Please use this sheet or attachments to draw/sketch out your proposal to scale. You may use the grid provided to scale your drawings. For example: 1 square on the grid – 1 foot on the ground.

