



## Architectural and Design Review Commission

### Submittal Requirements:

All sign permit and commercial building elevation alteration petitions must be reviewed and approved by the Architectural Design and Review Commission (ADRC) prior to permit issuance. The Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 7pm, in Conference Room "B" in the lower level of the Oak Lawn Municipal Center at 9446 South Raymond Avenue.

The following must be submitted to be placed on the ADRC agenda:

1. Building or sign permit application and electrical permit if appropriate
2. ADRC petition \*must include the legal description of the property\*
3. Written consent from the owner of the property
4. 12 color renderings/plans

The aforementioned must be submitted 10 days prior to meeting date to be placed on the ADRC agenda. Any questions regarding these requirements can be directed to the Building Division (708-499-7800) in the Department of Community Development and Growth Management.



**Village of Oak Lawn**  
9446 South Raymond Avenue  
Oak Lawn, IL 60453-2449  
Phone #: 708/499-7814  
FAX #: 708/499-7823

<b>FOR OFFICE USE ONLY</b>
Meeting Day, Date & Time: _____
_____

**PETITION**

**ARCHITECTURAL & DESIGN REVIEW COMMISSION**

**DESCRIPTION OF PROPERTY**

Legal Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Common Description of Property (Street Address or Location) \_\_\_\_\_

**NAME OF PETITIONER AND OWNER**

**Petitioner**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Relationship to the Subject Property: \_\_\_\_\_

Relationship to the Owner of Record: \_\_\_\_\_

Petitioner is: Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Architect \_\_\_\_\_ Attorney \_\_\_\_\_ Other \_\_\_\_\_

**Owner of Record**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

The undersigned being the Owner(s) of the subject property as identified above, hereby certifies that I/we are aware of the filing of the Petition by the Petitioner and have given the Petitioner consent to do so relative to the subject property.

\_\_\_\_\_  
\_\_\_\_\_

Nature of request?

(Additional pages or supplementary sketches or plans are encouraged.)

**SIGNATURE OF PETITIONER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_