



Community Development Department  
100 Heart Boulevard, Loves Park, IL 61111  
Phone (815) 654-5033 Fax (815) 654-5004  
[www.cityoflovespark.com](http://www.cityoflovespark.com)

### **City of Loves Park Overlay Review Board**

The Overlay Review Board (ORB) consists of three (3) members total; one (1) who reside or own a business in the City of Loves Park, (1) member of the Zoning Board of Appeals, and one (1) member of City Council. The Overlay Review Board will be appointed by the Mayor. The ORB is responsible for reviewing design plans for any new construction, remodeling, exterior lighting, signage, and landscaping for proposed projects located within the Overlay Districts in the City.

The ORB process takes approximately 2-3 weeks. All applicants are required to attend two (2) meetings, a preliminary review with the Community Development Staff and a meeting with the ORB. The ORB meeting will be called on an as needed basis. All applicants are required to meet with Staff to discuss their proposal, submittal requirements and timeline prior to applying. The process is outlined below:

#### **ORB Submittal Process**

- **Step 1:** Contact Community Development Staff, to schedule a meeting to discuss the scope, submittal requirements and timeline for your proposed project.
- **Step 2:** At this meeting, Staff will provide a timeline for the ORB process and determine if the proposed project will require a special use permit and/or variances.
- **Step 3:** Submit plans for preliminary review meeting.
- **Step 4:** Attend preliminary review meeting with Staff to discuss your proposed project.
- **Step 5:** Following the preliminary review meeting, Staff will provide you with any recommendations or conditions. All recommendations and conditions should be addressed and revised as necessary for the ORB meeting.
- **Step 6:** Attend meeting with Overlay Review Board for final approval for your proposed project.
- **Step 7:** Once final approval has been granted, you may take out permits.



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**PETITIONER'S SUBMITTAL CHECKLIST and APPLICATION**  
City of Loves Park Overlay Review Board

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Provide four (4) copies of the ORB Submittal Packet and one (1) digital copy. Drawings must not exceed 24" X 36". All drawings must be folded to 8 1/2" X 11". Submittal should be sorted into four (4) individual packets. Please, no three-ring binders. All sheets must be labeled and dated.

***INCOMPLETE PACKETS WILL NOT BE ACCEPTED***

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**Each submittal packet must contain:**

- ☐ **1. Cover letter.** The letter should explain the overall scope of the project, style of the building, and typical materials used (siding, roofing, windows, doors, and trim).
- ☐ **2. Application for Overlay Review Board.** Completed and signed ORB application form.
- ☐ **3. Location Map.** The map should show the boundaries of the property, adjacent properties, and streets, sufficient to orient the ORB to the project's location.
- ☐ **4. Detailed Site Plan.** The site plan shall include all existing and proposed buildings, structures, and their setbacks. The site plan shall also include a detailed landscaping plan (species, number, and location), a lighting plan (fixture design), and a signage plan that includes elevations for freestanding signs.
- ☐ **5. Materials List.** Provide a list of all exterior materials used for new and/or renovated buildings.
- ☐ **6. Architectural Drawings.** Architectural drawings or concept drawings of any proposed building(s) or major renovation. Typically, elevation views are most important, but floor plans should also be included if they are important for justifying/explaining a building's exterior shape or style. For all drawings submitted, it is important to clearly delineate additions to existing buildings, and all drawings must be labeled and dated.



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**Overlay Review Board APPLICATION**

***Overlay District Location Name:*** \_\_\_\_\_

Date: \_\_\_\_\_

Address of  
property: \_\_\_\_\_

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Owner of  
property: \_\_\_\_\_

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Telephone No. \_\_\_\_\_

Bus. Telephone No. \_\_\_\_\_

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

Applicant (if different from  
owner): \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Bus. Telephone No. \_\_\_\_\_

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

\_\_\_\_\_

(Signature of Applicant)

\_\_\_\_\_

(Signature of Owner)