



# ARCHITECTURAL IMPROVEMENT APPLICATION (AIA) FOR FOREST TRAILS, WEST CHICAGO

## Process and Instructions

Please thoroughly read the following before completing the form on the following page. These are the instructions to follow when you are making changes to the outside of your home that will alter its appearance in any way. This includes change in exterior colors; equipment, driveway, roof, porch, deck and patio replacement; new siding or brick, new windows, room additions visible to neighbors or changes to the grade of your yard.

1. **Read the Forest Trails controlling documents.** These documents are now posted on the Forest Trails website under “Covenants and Architectural Guidelines”. This step may save you from headaches, later, and can directly affect your project approach.
2. **Ask Questions.** Please contact the Building Committee coordinator ([buildingcommittee@forest-trails.org](mailto:buildingcommittee@forest-trails.org) ; or, see our website for contact info) to discuss your project, its timing and any unique aspects that might come into play during the approval process.
3. **Submit the following additional details in a letter to the Building Committee:**
  - a. A copy of the completed package of documents you wish to have submitted to the City of West Chicago for your City permit. City forms and details are available at City Hall or the City website at <https://westchicago.org/departments/community-development/residential-building-permits/> .
  - b. Names of any contractors to be employed
  - c. Type, brand and style/model descriptions of building materials
  - d. Colors of materials (samples or brochures are helpful as well as links to website pages with specific examples of the color and materials).
  - e. A statement that you have reviewed the changes and project plan with your immediate neighbors and they indicate their concurrence with their signature. If they are not in concurrence please provide an explanation of the disagreement.
  - f. If you are applying for approval of a solar system, a sample or illustrated brochure of the proposed solar collectors, solar storage mechanisms and solar energy systems shall be submitted. Clearly depict the system and define the proposed materials to be used. Construction drawings for the specific installation shall also be provided. Drawings shall clearly show all elevations, roof planes, proposed assembly and attachment to the roof structure, proposed installation location on the Owner’s residence and the location of any storage tanks or battery storage systems. All applications shall include calculations indicating the number and area of panels required.
  - g. If you are wanting to remove trees in the Conservancy area, provide a plot diagram of the trees affected or a picture of the area with the affected trees clearly tagged.
4. **Fill out your name on the form on page 3.** Submit the form with your letter and all other information required in point 3. above to the Building Committee coordinator and discuss the expected timing of Building Committee approval as well as the timing to complete your project.

- 5. Permit approval.** West Chicago has a responsibility by City Resolution to obtain the approval of the various homeowner associations subdivision architectural boards prior to approving a permit. So, plan ahead for this step and allow time for it to be completed.

The Forest Trails Building Committee submits your Permit Application to the City Community Development Department once this AIA is approved by the Building Committee and the Building Committee coordinator will at that time notify the applicant of the approved AIA and Permit submission. The West Chicago Community Development Department will notify the parties involved (resident, contractor and FTHA) of the permit approval and associated fees.

**West Chicago Permit Approval** - It is the City's policy to not accept payment until the permit is approved. The City will contact the applicant to let them know the permit is approved (or not approved) and if approved what the permit fee is. Forms of payment are check, cash and credit card. Also, not all permit types have a standard fee. Fees can vary by cost of the project and various disciplines being reviewed. West Chicago tries to get permits reviewed within 10 working days.

Building Committee approval does not guarantee that the West Chicago Community Development Department will approve your permit request. The applicant will be responsible for resolving any discrepancies with the City permit department.

**Modifications** - If, prior to final Building Committee approval, the Building Committee has questions or requires you to make modifications to your project, they will notify you immediately. The Building Committee approval of your permit will not occur until there is resolution of the requested modifications which will be submitted to you on your AIA form.

- 6. Right to Withdraw Approval** – If for any reason your project does evolve or progress per the plans and specifications agreed upon by the parties, the Building Committee reserves the right to request the City to place a “Stop Work” order on the project until there is a resolution of the changes.



# ARCHITECTURAL IMPROVEMENT APPLICATION APPROVAL FOR FOREST TRAILS, WEST CHICAGO

(Please read the attached instructions before completing this Form)

Lot Owner: \_\_\_\_\_ Lot No. \_\_\_\_\_

Pursuant to the terms of the Declaration of Covenants, Conditions and Restrictions for Forest Trails, West Chicago, Illinois, Lot Owner has submitted renovation/improvement plans and specifications on this date of the evaluation and approval of the Forest Trails Building Committee. Said renovation/ improvement and specifications referenced herein have been reviewed by the Building Committee and approved with the modifications noted herein. The Lot Owner agrees to 1) to thoroughly read and follow the Forest Trails Declaration of Covenants, Conditions, and Restrictions; and the Forest Trails Architectural Guidelines; 2) obtain the requisite permits from the City of West Chicago; and 3) to complete the renovation/improvement on the specified lot number in Forest Trails in accordance with the approved plans and specifications.

Approval is subject to the following Building Committee requested modifications:

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For and in consideration of the approval of the renovation/improvement plan, as specified, the Lot Owner further agrees:

1. Not to deviate from the approved renovation/improvement plan, submitted specifications, and noted modifications herein,
2. Not to commence the construction of other improvements or exterior alterations without the prior approval of the Building Committee of Forest Trails and the City of West Chicago
3. To comply with the Declaration of Covenants, Conditions, and Restrictions for Forest Trails, West Chicago, Illinois with regard to protection of the environment.

Approval is granted for the proposed renovation/improvement, as described and specified, conditional upon Lot Owner's compliance with all above listed modifications.

Forest Trails of West Chicago  
Building Committee

Agreed:  
Lot Owner:

\_\_\_\_\_

Email \_\_\_\_\_