



Village of Bartlett

Concept Plan Application Packet

COMMUNITY DEVELOPMENT DEPARTMENT

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Fax: (630) 540-5436

E-mail: communitydevelopment@vbartlett.org

Village website: www.village.bartlett.il.us

CONCEPT PLAN REVIEW

Prior to submitting a request for approval of a Preliminary Subdivision or PUD an applicant may request a Concept Plan Review from the Village Technical Staff. An application for the Concept Plan Review shall be made on the attached application form along with the required materials listed below. For additional information, please refer to the Bartlett Subdivision Ordinance which may be viewed online at www.village.bartlett.il.us.

PRE-APPLICATION CONSULTATION

Applicants are encouraged to consult with Community Development Staff prior to submitting a Concept Plan application. The Community Development Staff is available by appointment from 8:30 a.m. - 4:30 p.m., Monday through Friday.

REQUIRED APPLICATION MATERIALS

- A completed and signed **application** form;
- The application fee of **\$400** + consultant fees for the Village's Engineer or Attorney (if applicable);
- 8 Copies of the Concept Plan** drawn to scale (indicating general site improvements, including lot and block arrangement, street patterns and location, areas designated for landscaping, detention, parks/open space, as well as setbacks, acreage and potential utility connections, etc.).
- Additional information** may be requested by the Community Development Department to aid the Board and Commission(s) in making a more informed decision;
- A completed Concept Plan Application **Checklist** (application packet page 4);

****Please submit one legible reduced copy (8½" x 11" or 11" x 17") of the full size drawings of the Concept Plan.****

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED UNTIL ALL APPLICABLE MATERIALS AND FEES HAVE BEEN SUBMITTED.

APPLICATION PROCESS FOR CONCEPT PLANS

1.

Complete Application Submitted



2.

Community Development (CD) Staff will route plans out for review to the various Village Departments (e.g. Fire, Police, Public Works, etc.)



3.

CD Technical Staff will meet to review application and provide general written comments to the petitioner within 30 days from the submittal date.



4.

Petitioner may choose to (a) prepare and submit a formal Application, (b) request to meet with the Technical Staff to discuss the items and issues raised, (c) revise the plans to address the items and issues raised and resubmit a revised Concept Plan, or (d) request to meet with the Village Board Committee (after meeting with the Technical Staff) for further discussion and direction.



2012 CALENDAR

Village of Bartlett
 228 S. Main Street
 Bartlett, IL 60103
 630-837-0800

JANUARY						
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VILLAGE BOARD MEETINGS

Village Board meetings are held on the first and third Tuesdays of the month at 7:00 pm. Committee of the Whole meetings directly follow the Village Board meeting.

ZONING BOARD OF APPEALS

Zoning Board of Appeals meetings are held on the first Thursday of the month at 7:30 pm.

PLAN COMMISSION MEETINGS

Plan Commission meetings are held on the second Thursday of the month at 7:30 pm.

CONCEPT PLAN APPLICATION CHECKLIST

- _____ A completed/signed application
- _____ \$400 application fee
- _____ Concept Plan (8 **folded** full size copies and one reduction)
- _____ Any additional information requested by CD Staff
- _____ This **checklist** attached to your application submittal

****Please submit this completed checklist along with the application****



VILLAGE OF BARTLETT CONCEPT PLAN APPLICATION

(Please type or complete in blue or black ink.)

For Office Use Only

Case # _____

(Village Stamp)

PROJECT NAME _____

PETITIONER INFORMATION

Name: _____

Phone: _____

Address: _____

Fax: _____

Mobile: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Phone: _____

Address: _____

Fax: _____

Mobile: _____

Email: _____

PROPERTY INFORMATION

Common Address/General Location of Property: _____

Property Index Number ("Tax PIN"/"Parcel ID"): _____

Acreage: _____

No. of Lots/Units: _____

Zoning: Existing: _____
(Refer to Official Zoning Map)

Land Use: Existing: _____

Proposed: _____

Proposed: _____

Comprehensive Plan Designation for this Property: _____
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (Including name, address, phone, fax and email; mobile phone is optional)

Attorney _____

Engineer

Surveyor

Land Planner

Other

ACKNOWLEDGEMENT

The undersigned hereby acknowledges he/she is familiar with the code requirements which relate to this petition and certifies that this submittal is in conformance with such code(s). He/she further understands that any late, incomplete or non-conforming submittal will not be scheduled on an agenda.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, consulting planner's fees, public advertising expenses, court reporter fees and recording expenses. Please complete (print) the information requested below and provide a signature.

NAME OF PERSON TO BE BILLED: _____

ADDRESS: _____

PHONE NUMBER: _____

SIGNATURE: _____

DATE: _____