



Village of Bartlett

Special Use Permit 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

APPLICANT'S PROCEDURES

This packet is intended only as a general guide for the process that each applicant must follow for a Special Use Permit request. Applicants should obtain a copy of the Village Zoning Ordinance (Chapter 13) or view it on the Village's webpage www.village.bartlett.il.us for detailed procedures.

PRE-APPLICATION CONSULTATION

Applicants are encouraged to consult with Community Development Staff prior to submitting an application. The Community Development Staff is available by appointment 8:30 AM - 4:30 PM.

REQUIRED APPLICATION MATERIALS

All Special Use Permit requests require the following items to be submitted for a complete application:

- A completed and signed **application** form (6 copies);
- The application fee of **\$400** + consultant fees for the Village's Engineer or Attorney (if applicable);
- A **cover letter** addressed to the President and Board of Trustees stating the nature of the Special Use Permit request;
- Proof of ownership** - Copy of a current title insurance commitment or policy issued by a title insurance company licensed to transact business in Illinois, not more than 60 days old at time of said filing.
 - If the title is held by the trustee of a land trust, the trustee shall identify each person who has any interest in the trust of any kind whatsoever, direct or indirect, including collateral assignees and other lien holders, by name and address, and define their interest therein. The application shall be signed, under oath, by the applicant in their capacity as trustee or as the beneficiary of such land trust.
 - A contract purchaser must provide a copy of the contract and proof of authorization from the owner of record to seek subdivision plat, etc. approval.
- One (1) copy of a certified, sealed and stamped **plat of survey** of the subject property drawn to scale and including a legal description.
- A **list of property owners**, within 250 feet of the subject property, excluding rights-of-way. List the name of the property owner, street address and tax property index number (PIN) of each property.
 - Properties in **Cook County** - Tax PINs can be obtained at the Hanover Township Assessor's Office located at 250 S. Rt. 59, Bartlett, IL 60103 (phone #630-837-0301). The name of the property owner and street address for each property can then be obtained from the Cook County Treasurer's website: www.cookcountytreasurer.com and then select "Payment Status."
 - Properties in **DuPage County** - The names of each property owner, street address and tax PIN for each property can be obtained at the Wayne Township Assessor's Office located at 27W031 North Ave., West Chicago, IL 60185 (phone #630-231-8900).
 - Properties in **Kane County** - Tax PINs can be obtained at the Elgin Township Assessor's Office located at 729 S. McLean Blvd., Suite 100, Elgin, IL 60123 (phone #847-741-5110). The name of the property owner and street address for each property can then be obtained from the Elgin Township Assessor's website: www.elgintownship.com/assessordept and then select "Search by PIN."
- 6 copies (11"x 17") of the approved **Site Plan** (indicating the location of the Special Use);
- 6 copies (11"x 17") of a **Floor Plan** (indicating the square footage and layout of the tenant space, i.e. seating, office areas, etc.)
- A completed Special Use Permit Application **Checklist** (application packet page 5)

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

PUBLIC HEARING NOTICE REQUIREMENTS

A public hearing is required for all Special Use Permits. The Community Development Department will contact the petitioner regarding the notice requirements only **AFTER** a **complete** formal application has been submitted to the Community Development Department.

****FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE PUBLIC HEARING TO BE POSTPONED.****

Community Development Staff Responsibilities

The Community Development Staff will complete the following items required for the public hearing notice:

1. Prepare the Public Hearing Notice;
2. Prepare the text for the Public Hearing Sign;
3. Send the Public Hearing Notice to the local newspapers for publication;
4. Give a copy of the Public Hearing Notice, Public Hearing Sign text and posting requirements to the applicant;
5. Provide photographs to the Plan Commission of the posted Public Hearing Sign installed by the applicant.

Applicant Responsibilities

The applicant will complete the following items required for the public hearing notice:

1. **Mail the Public Hearing Notice** (received from CD Staff) to surrounding property owners (list submitted with application) and the public bodies listed below. All mailings **must** be sent by certified mail at least 15 but not more than 30 days before the scheduled public hearing date.
2. **Construct the Public Hearing Sign** and place on the subject property at least 15 but not more than 30 days before the scheduled public hearing date.

SIGN POSTING REQUIREMENTS

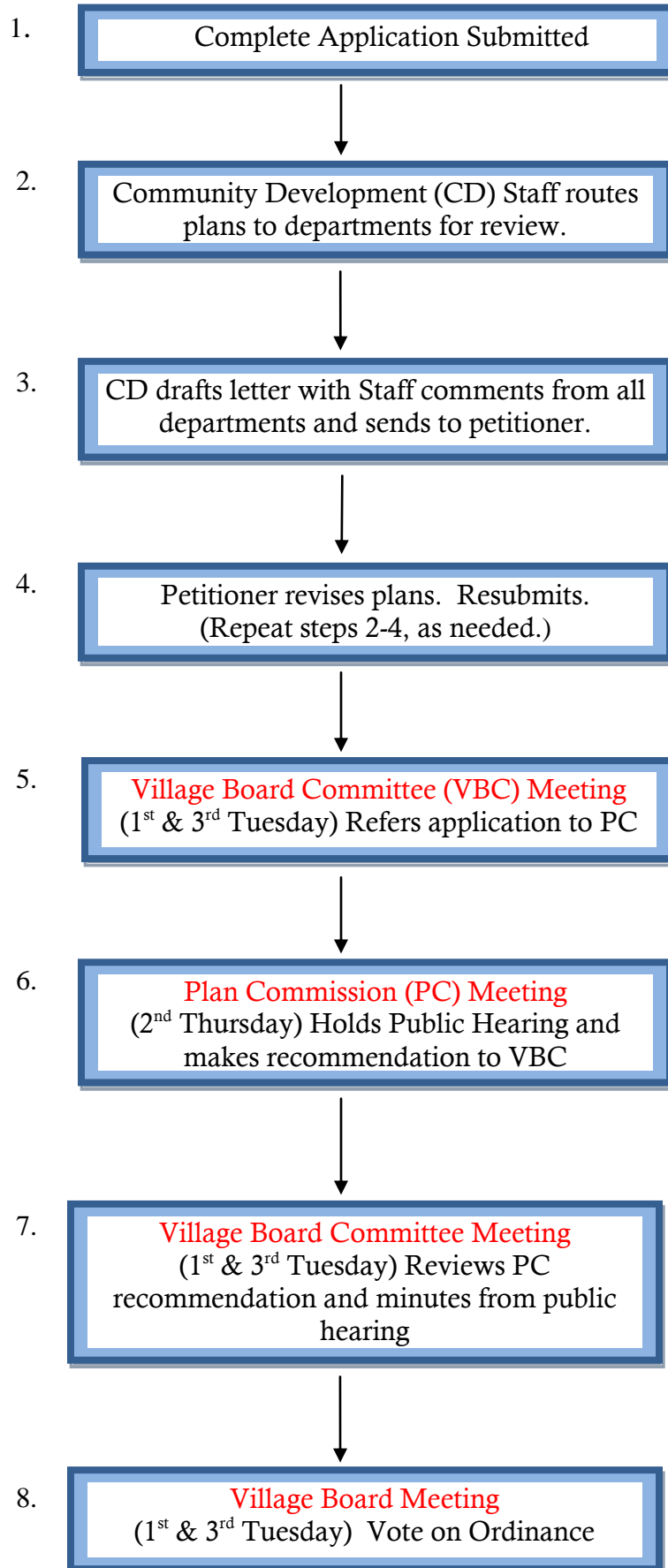
- ⇒ Text for sign provided by CD Staff;
- ⇒ Sign shall be weather resistant with a white background and minimum two inch (2") black print;
- ⇒ Size and Location of Sign:

<u>SIGN SETBACK</u>	<u>SIZE OF SIGN</u>
10 feet from front property line	4 ft. by 4 ft.

The signs shall be located so they are fully visible from the public street(s) on which the subject property is located.

3. **Submit receipts** from certified mailing with postmark and address to the Community Development Department prior to the public hearing.
4. **Remove the Public Hearing Sign** prior to the scheduling of the Special Use request on future meeting agendas.

APPLICATION PROCESS FOR SPECIAL USE PERMITS





2012 CALENDAR

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

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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NOVEMBER						
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DECEMBER						
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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.

SPECIAL USE PERMIT APPLICATION CHECKLIST

- _____ A completed/signed application (6 copies)
- _____ \$400 application fee
- _____ A cover letter addressed to the President and Board of Trustees
- _____ Proof of Ownership
- _____ Authorization from the Property Owner (if a contract is submitted for the Proof of Ownership)
- _____ Plat of Survey (one copy)
- _____ List of property owners within 250 feet of the subject property
- _____ Site Plan (11"x 17" – 6 copies)
- _____ Floor Plan (11"x 17" – 6 copies)
- _____ This checklist attached to your application submittal

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



VILLAGE OF BARTLETT SPECIAL USE PERMIT APPLICATION

For Office Use Only
Case # _____
 <i>(Village Stamp)</i>

PROJECT NAME: _____
(Please type or complete in blue or black ink.)

PETITIONER INFORMATION

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Mobile: _____
_____	Email: _____

PROPERTY OWNER INFORMATION

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Mobile: _____
_____	Email: _____

SPECIAL USE PERMIT REQUESTED (Please describe i.e. liquor sales, outdoor seating, etc.)

PROPERTY INFORMATION

Common Address/General Location of Property: _____

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

Zoning: _____ **Land Use:** _____
(Refer to Official Zoning Map)

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

Acreage: _____

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

Attorney _____

Surveyor _____

Other _____

FINDINGS OF FACT FOR SPECIAL USES

Both the Plan Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

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 for a public hearing.

SIGNED: _____

PRINT NAME: _____

DATED: _____

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: _____

SIGNED: _____

DATED: _____