



# Village of Bartlett

## Site Plan Application Packet

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Phone: (630) 540-5940**

**Fax: (630) 540-5436**

**E-mail: [communitydevelopment@vbartlett.org](mailto:communitydevelopment@vbartlett.org)**

**Village website: [www.village.bartlett.il.us](http://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 Site Plan 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](http://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 Site Plan requests require the following items to be submitted for a complete application:

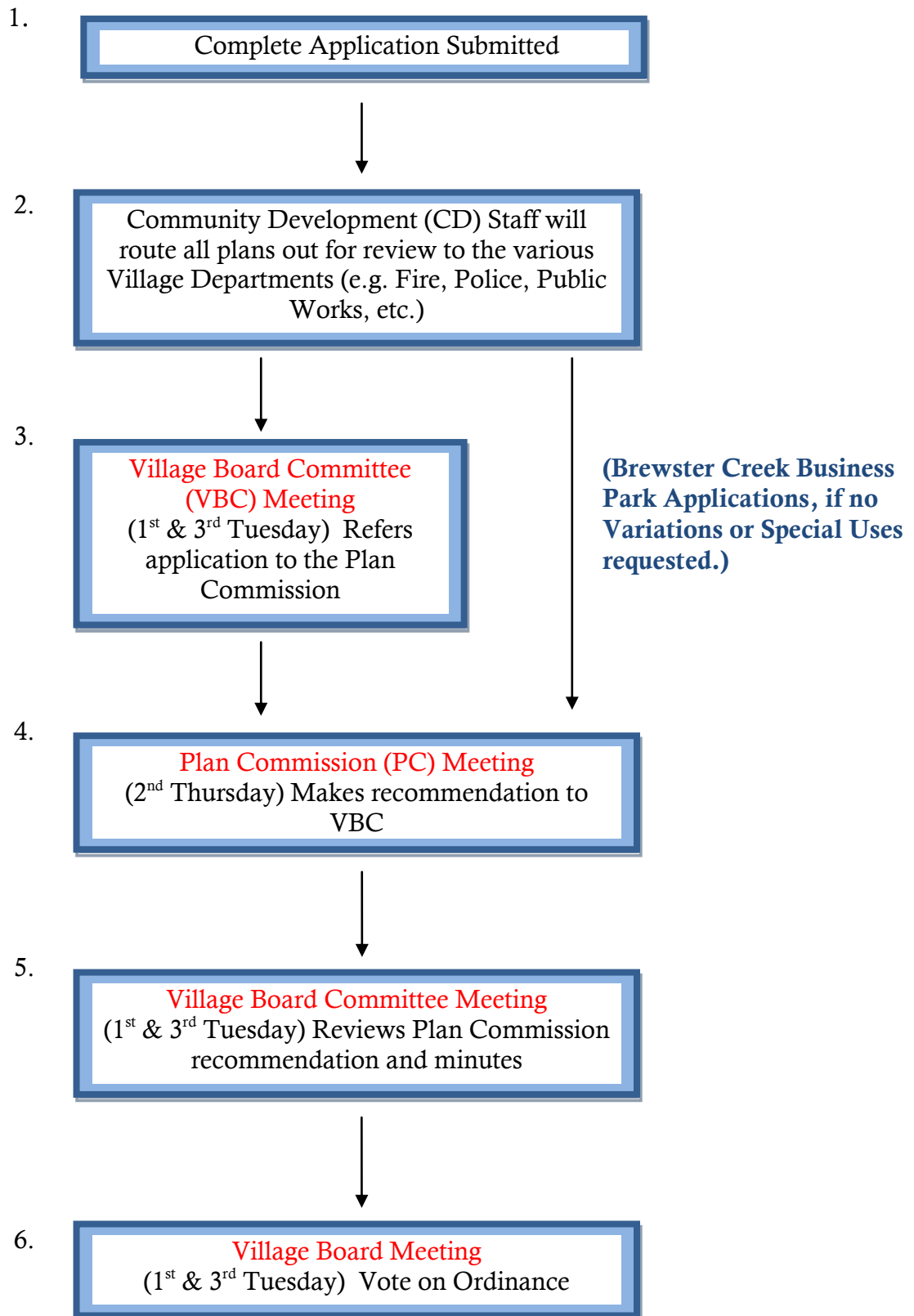
- A completed and signed **application** form;
- The application fee of **\$300** + consultant fees for the Village's Engineer or Attorney (if applicable);
- A **cover letter** addressed to the President and Board of Trustees stating the nature of the request;
- Proof of ownership** - Copy of a current 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 site plan approval.
- One copy of a certified, sealed and stamped **plat of survey** of the subject property with a legal description;
- 8 Copies of the Site Plan** (indicating all site improvements, including sign location, screened trash enclosures, loading docks, fire lanes, parking, handicapped accessible parking, all setbacks and typical dimensions as well as project data i.e. acreage, building area, floor area ratio, parking calculations, etc.)
- 8 Copies of the Final Engineering Plans** (including a final storm water management report, lift station plans, if applicable and a traffic analysis);
- 8 Copies of the Landscape Plan** (including all setbacks, dimensions, site improvements, plantings and a plant list that contains the name, size and quantity of all plant material shown on the plan);
- 8 Copies of the Building Elevations** (indicating the height of the building, materials used and colors);

- ❑ **50 Copies of the Color Renderings** of the proposed Building (8½”x 11” or 11” x 17”) for the Plan Commission and Village Board Committee;
- ❑ **8 Copies of the Floor Plan** (indicating the square footage, layout of the tenant space, office areas, etc.);
- ❑ **8 Copies of the Truck Turning Movement Plans;**
- ❑ **8 Copies of the Lighting Plan** (Photometrics) (including the location of all light fixtures, foot candle measurements to all property lines, a list of the type of lighting, height, detail, quantity and lumens);
- ❑ **5 Copies of the Unified Business Center Sign Plan (Fee \$400), if applicable** (for premises containing four or more individual offices or businesses sharing a common building entrance or private parking lot);
- ❑ **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 Site 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 for the Site Plan, Landscape Plan, Floor Plan and Building Elevations. (*Reduced copies of the Engineering and Lighting Plans are not required.*)**

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

# APPLICATION PROCESS FOR SITE PLANS





# 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.

## **SITE PLAN APPLICATION CHECKLIST**

- \_\_\_\_\_ A completed/signed application
- \_\_\_\_\_ \$300 application fee
- \_\_\_\_\_ A cover letter addressed to the President and Board of Trustees
- \_\_\_\_\_ Proof of Ownership
- \_\_\_\_\_ Plat of Survey (one full size copy **drawn to scale**)
- \_\_\_\_\_ Site Plan (8 **folded** full size copies and one reduction)
- \_\_\_\_\_ Final Engineering Plans (8 **folded** full size copies)
- \_\_\_\_\_ Final Stormwater Management Report, if applicable (3 copies)
- \_\_\_\_\_ Landscape Plan (8 **folded** full size copies and one reduction)
- \_\_\_\_\_ Building Elevations (8 **folded** full size copies and one reduction)
- \_\_\_\_\_ Color Renderings (50 Copies - 8 1/2" x 11" or 11" x 17")
- \_\_\_\_\_ Floor Plans (8 **folded** full size copies and one reduction)
- \_\_\_\_\_ Truck Turning Movement Plans (8 **folded** full size copies)
- \_\_\_\_\_ Lighting Plan (8 **folded** full size copies)
- \_\_\_\_\_ Unified Business Center Sign Plan (**\$400 additional fee**), if applicable (5 Color Copies)
- \_\_\_\_\_ 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 SITE PLAN APPLICATION

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

<p><b>For Office Use Only</b></p> <p>Case # _____</p> <p><i>(Village Stamp)</i></p>
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**PROJECT NAME** \_\_\_\_\_

### PETITIONER INFORMATION

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**Fax:** \_\_\_\_\_

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

\_\_\_\_\_

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

### PROPERTY OWNER INFORMATION

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**Fax:** \_\_\_\_\_

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

\_\_\_\_\_

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

**SITE PLAN DESCRIPTION** (Use: commercial, industrial or office, square footage, # of units, etc.)

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGN PLAN REQUIRED?** (Please Circle.) Yes or No

(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)

### PROPERTY INFORMATION

**Common Address/General Location of Property:** \_\_\_\_\_

**Property Index Number ("Tax PIN"/"Parcel ID"):** \_\_\_\_\_

**Zoning:** \_\_\_\_\_  
(Refer to Official Zoning Map)

**Land Use: Existing:** \_\_\_\_\_

**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**

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**Engineer**

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**Surveyor**

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**Land Planner**

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**Other**

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**FINDINGS OF FACT FOR SITE PLANS**

Both the Plan Commission and Village Board must decide if the requested Site Plan 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. The proposed use is a permitted use in the district in which the property is located.

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2. The proposed arrangement of buildings, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses.

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3. The vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.

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4. The site plan provides for the safe movement of pedestrians within the site.

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5. There is sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking or accessways shall be landscaped with a mixture of grass, trees and shrubs. (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements)

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6. All outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

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## 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, and recording expenses. Please print the following information and sign.

NAME OF PERSON TO BE BILLED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_