



# Village of Bartlett

## Variation 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 Variation 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.

## **REQUIRED APPLICATION MATERIALS**

All Variation 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 Variation 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 with a legal description. The proposed variation request should also be drawn to scale on the plat of survey.
- 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](http://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](http://www.elgintownship.com/assessordept) and then select "Search by PIN."
- Additional information may be requested by the Community Development Department to aid the Board in making a more informed decision (i.e. Building Elevations and Floor Plans)
- A completed Variation 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 Variations. 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, posting requirements, and Notification Affidavit to the applicant;
5. Provide photographs to the Zoning Board of Appeals 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) at least 15 but not more than 30 days before the scheduled public hearing date. All mailings **must** be sent by 1<sup>st</sup> class mail or certified mail. If sent by 1<sup>st</sup> class mail, an affidavit obtained from the CD Staff will need to be completed verifying the mailing was completed on time.
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:

#### **RESIDENTIAL PROPERTY (≤1 ACRE)**

<b><u>SIGN SETBACK</u></b>	<b><u>SIZE OF SIGN</u></b>
10 feet from front property line	2 ft. by 3 ft.

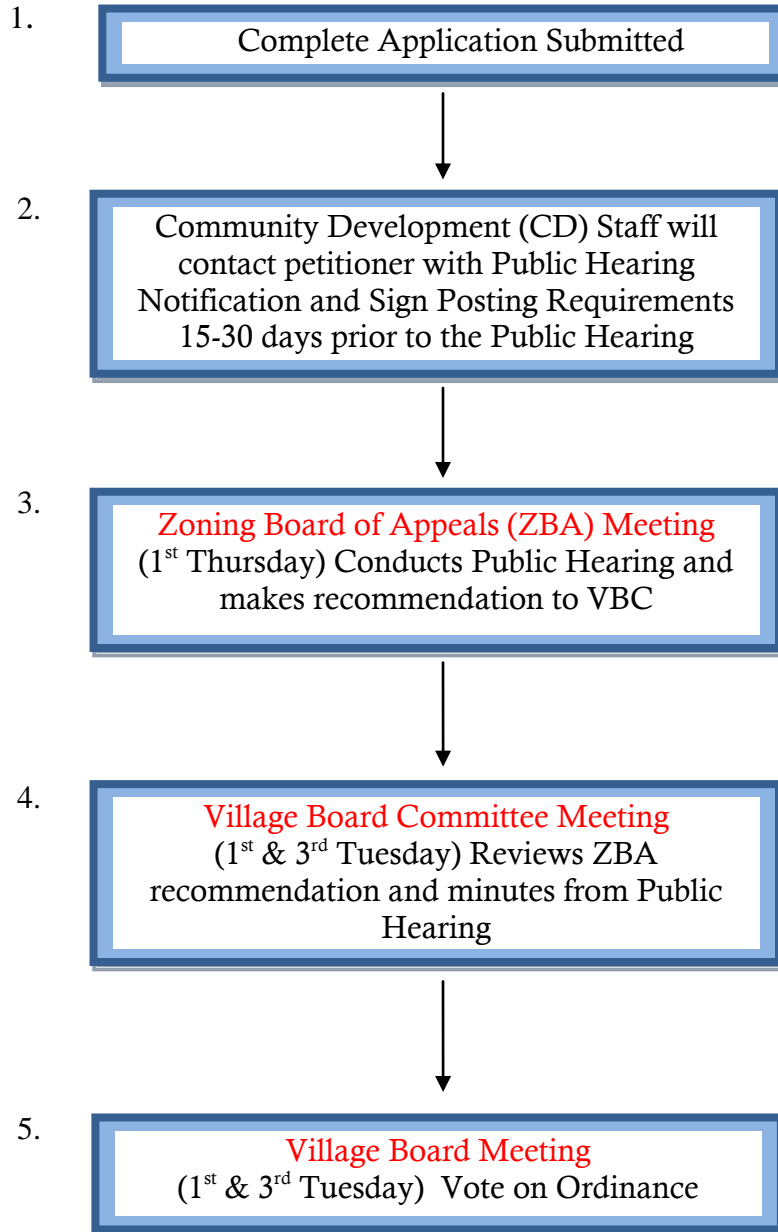
#### **RESIDENTIAL PROPERTY (>1 ACRE) & ALL COMMERCIAL PROPERTY**

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

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

3. **Submit Notarized Notification Affidavit (1<sup>st</sup> class mail) or Receipts (certified mail)** to the Community Development Department prior to the public hearing. The receipts should contain a postmark and address.
4. **Remove the Public Hearing Sign** prior to the scheduling of the variation request on future meeting agendas.

# APPLICATION PROCESS FOR VARIATIONS





# 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
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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29	30					

MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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28	29	30	31			

NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

## 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.

## VARIATION 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 copy **drawn to scale** showing variation request)
- \_\_\_\_\_ List of property owners within 250 feet of the subject property
- \_\_\_\_\_ Any additional information requested by CD Staff (floor plans, elevations, etc.)
- \_\_\_\_\_ This checklist attached to your application submittal

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



# VILLAGE OF BARTLETT VARIATION 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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### PETITIONER INFORMATION

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

### PROPERTY OWNER INFORMATION

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

VARIATION REQUESTED (i.e. setback, fence, etc.)

SIZE OF REQUEST (5 ft., 10 ft., etc)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF VARIATION REQUEST

\_\_\_\_\_  
\_\_\_\_\_

### 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)

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

Attorney \_\_\_\_\_  
\_\_\_\_\_

Surveyor \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

**FINDINGS OF FACT FOR VARIATIONS**

Both the Zoning Board of Appeals and Village Board must decide if the requested Variances meet the standards established by the Village of Bartlett Zoning Ordinance.

The Zoning Board of Appeals 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 Zoning Board of Appeals and Village Board to review.)**

1. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

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2. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.

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3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.

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4. That the alleged difficulty or hardship is caused by the provisions of this Title and has not been created by any person presently having an interest in the property.

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5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.

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6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

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7. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

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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 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: \_\_\_\_\_