



# Village of Bartlett

## Rezoning Application Packet

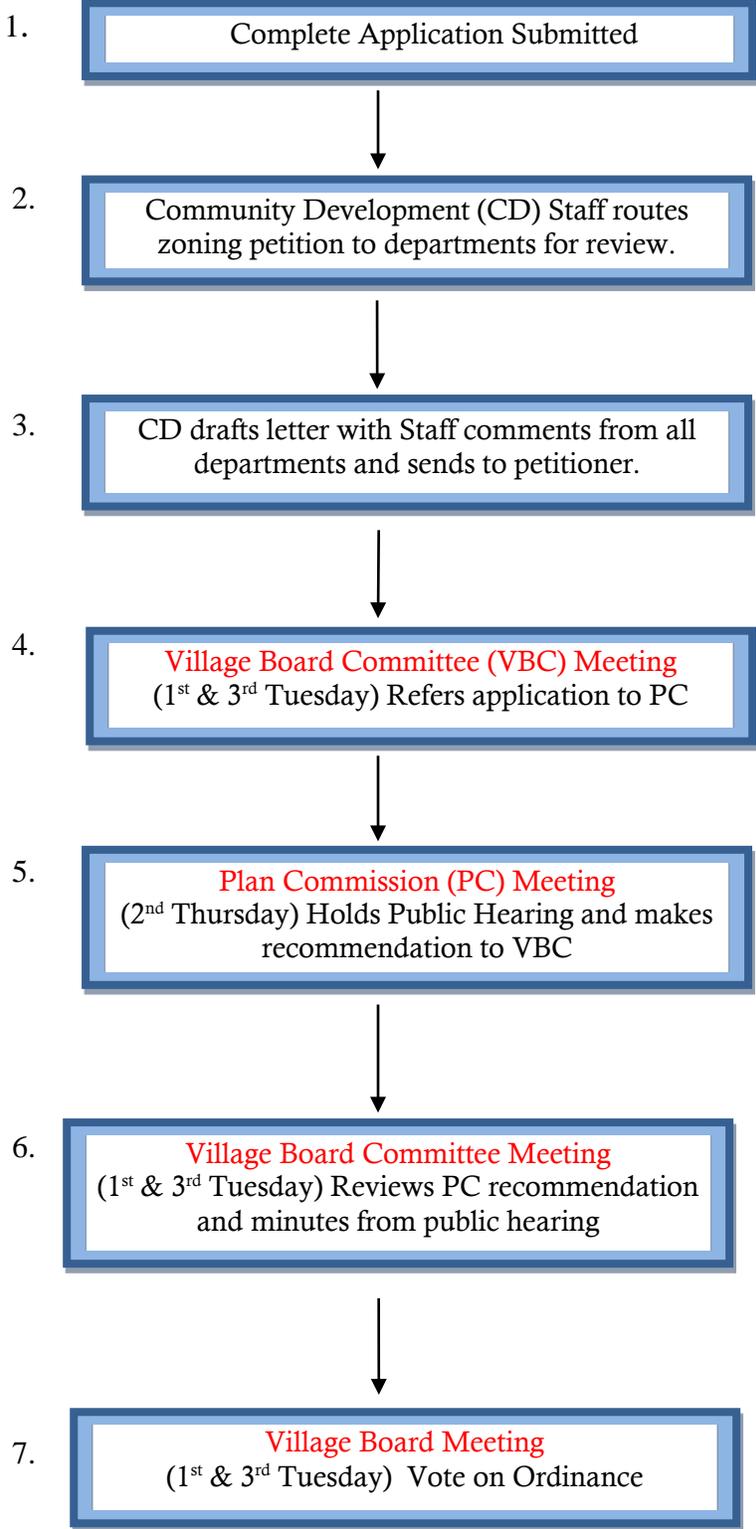
**COMMUNITY DEVELOPMENT DEPARTMENT**

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

Village website: [www.village.bartlett.il.us](http://www.village.bartlett.il.us)

Phone: (630) 540-5940

**APPLICATION PROCESS FOR REZONING**



## APPLICANT'S PROCEDURES

This packet is intended only as a general guide for the process that each applicant must follow for a Rezoning 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 from 8:30 am- 4:30 pm, Monday-Friday.

## REQUIRED APPLICATION MATERIALS

All Rezoning requests require the following items to be submitted for a complete application:

- \_\_\_\_\_ A completed/signed **Application** (8 copies)
- \_\_\_\_\_ **Property Owner's Signature** on the application or a **Letter** signed by the Property Owner authorizing the petition submittal
- \_\_\_\_\_ **\$400 Application Fee(s)** + consultant fees (if applicable)
- \_\_\_\_\_ **Legal Description** of the Subject Property from the Survey (CD, flash drive or email)
- \_\_\_\_\_ A **Cover Letter** addressed to the President and Board of Trustees describing the request
- \_\_\_\_\_ **Proof of Ownership** (Deed or Title Insurance Policy) A contract purchaser must provide a copy of the contract and proof of authorization from the owner of record. 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.
- \_\_\_\_\_ **Plat of Survey** (one full size copy **drawn to scale**) (Less than five years old unless pre-approved by the Community Development Department) including the following:
  - Existing easements (location, width and purpose)
  - Existing streets and other rights-of-way
  - Legal Description
  - Base Flood Elevation (if present on the property)
  - Wetlands (if present on the property)
- \_\_\_\_\_ **List of Property Owners** within 250' of the subject property excluding rights-of-way. The **name** of the property owner, **mailing address** and **tax property index number** (PIN) of each property.
  - For 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 be then be obtained from the Cook County Treasurer's website: [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com) and then select "Payment Status."
  - For 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).
  - For 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."

### **PUBLIC HEARING NOTICE REQUIREMENTS**

A public hearing is required for all Rezoning. 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 and give a copy to the applicant;
2. Send the Public Hearing Notice to the local newspapers for publication;
3. Post the Public Hearing Sign;
4. Provide photographs to the Plan Commission of the posted Public Hearing Sign installed by the Village.
5. Village Staff will remove the Public Hearing sign within 5 days after the public hearing.

### **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 or by certificate of mail at least 15 but not more than 30 days before the scheduled public hearing date.

### **LIST OF PUBLIC BODIES FOR NOTIFICATION**

U-46 School District 355 E. Chicago Street Elgin, IL 60120	Bartlett Park District 696 W. Stearns Rd. Bartlett, IL 60103	Bartlett Library 800 S. Bartlett Road Bartlett, IL 60103	Bartlett & Countryside Fire Protection District 234 N. Oak Avenue Bartlett, IL 60103
--	--	--	---

#### **And the following:**

If in Cook County:	Hanover Township, Supervisor 250 S. Route 59 Bartlett, IL 60103	Hanover Township, Highway Commissioner 250 S. Route 59 Bartlett, IL 60103
If in DuPage County:	Wayne Township, Supervisor 27W031 North Ave. West Chicago, IL 60185	Wayne Township, Highway Commissioner 27W031 North Avenue West Chicago, IL 60185
If in Kane County:	Elgin Township, Supervisor 729 S. McLean Blvd. Suite 100 Elgin, IL 60123	Elgin Township, Highway Commissioner 729 S. McLean Blvd. Suite 100 Elgin, IL 60123
	Gail Bordon Library District Attn.: Carole Medal 270 N. Grove Ave. Elgin, IL 60120	South Elgin Fire Protection District Attn.: Dave Carlson 2055 McDonald Road South Elgin, IL 60177

2. **Submit receipts** from certified or certificate of mailing with postmark and address to the Community Development Department prior to the public hearing.



# 2017 CALENDAR

COMMUNITY  
DEVELOPMENT  
630-540-5940

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						
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				

MARCH						
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	

APRIL						
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						

MAY						
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			

JUNE						
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	

JULY						
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					

AUGUST						
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		

SEPTEMBER						
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

OCTOBER						
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				

NOVEMBER						
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		

DECEMBER						
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						

## 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.

## PLAN COMMISSION MEETINGS

Plan Commission meetings are held on the second Thursday of the month at 7:00 pm.



# VILLAGE OF BARTLETT REZONING APPLICATION

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

PROJECT NAME: \_\_\_\_\_

**PETITIONER INFORMATION (PRIMARY CONTACT)**

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

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

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Preferred Method to be contacted (Please Circle): **Phone/Email**

**PROPERTY OWNER INFORMATION**

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

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

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

OWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
*(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)*

**PROPERTY INFORMATION**

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

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

Zoning: Existing: \_\_\_\_\_ Land Use: Existing: \_\_\_\_\_  
(Refer to Official Zoning Map)  
Proposed: \_\_\_\_\_ Proposed: \_\_\_\_\_

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

Acreage: \_\_\_\_\_ Number of Lots/Units: \_\_\_\_\_

**APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)**

Attorney \_\_\_\_\_

Surveyor \_\_\_\_\_

Other \_\_\_\_\_

## ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: \_\_\_\_\_

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, public advertising expenses, and recording fees. Please complete the information below and sign.

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

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

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

EMAIL: \_\_\_\_\_

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

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