



Village of Bartlett

Site Plan Application Packet

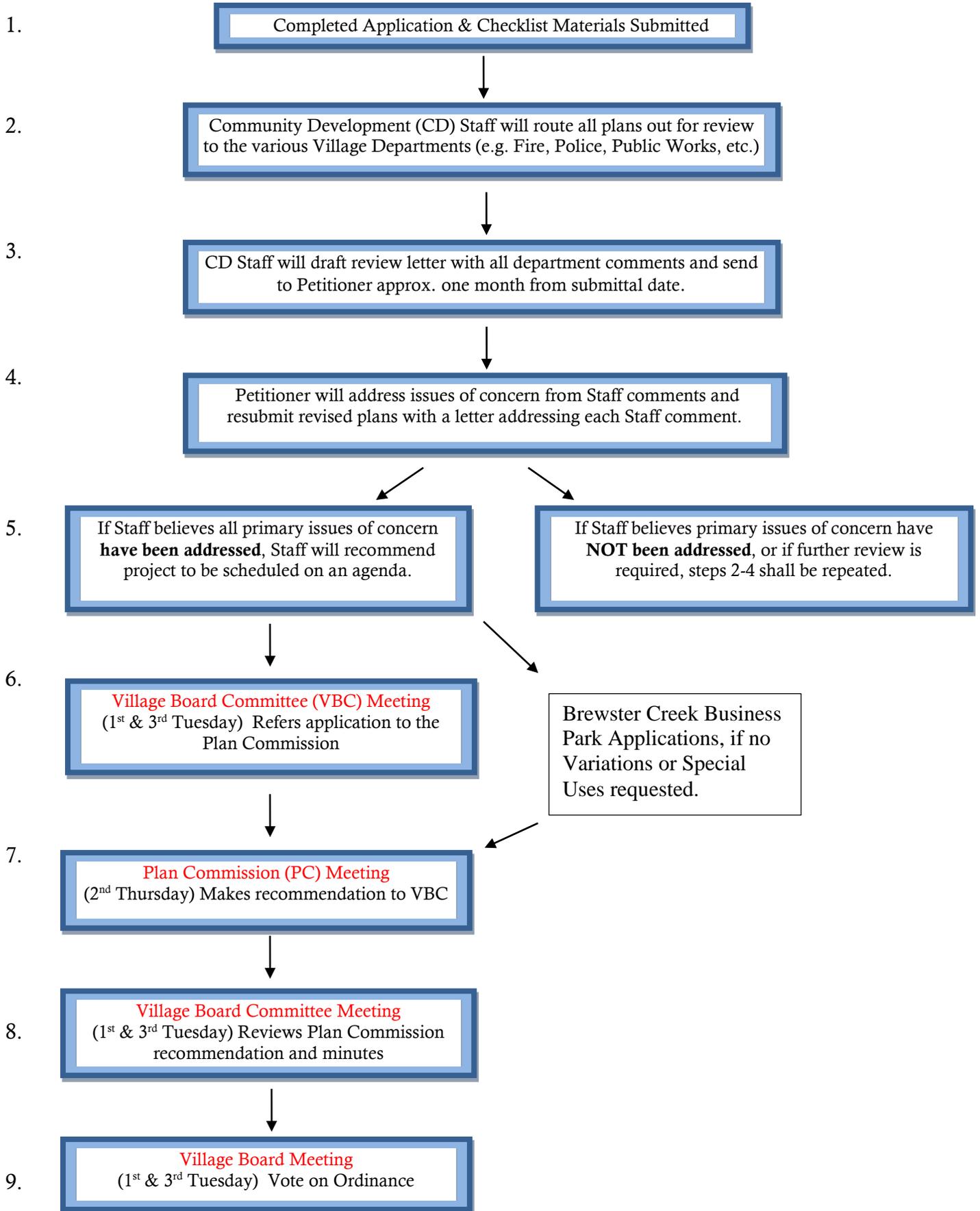
COMMUNITY DEVELOPMENT DEPARTMENT

E-mail: communitydevelopment@vbartlett.org

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

Phone: (630) 540-5940

APPLICATION PROCESS FOR SITE PLANS



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 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 Monday-Friday.

SITE PLAN APPLICATION CHECKLIST

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

- _____ A completed/signed **Application** including the Findings of Fact
- _____ **Property Owner's Signature** on the application or a **Letter** signed by the Property Owner authorizing the petition submittal
- _____ **\$300 Application Fee** + 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:
 - Utilities on the property and adjacent properties with 100'
 - Existing easements (location, width and purpose)
 - Existing streets and other rights-of-way
 - Legal Description
 - Wooded Areas (if present)
 - Base Flood Elevation (if present on the property)
 - Wetlands (if present on the property)
- _____ **Site Plan** (8 **folded** full size copies, one reduction (11x17) and a pdf (CD, flash drive or email) including the following:
 - Location Map
 - Date of drawing (as well as dates of any and all revisions)
 - Location and dimensions of all proposed structures (including square footage, seating capacity, trash enclosure with detail, etc.)
 - Setbacks (building and parking setbacks)
 - Proposed parking including stall dimensions, width of circulation aisles, driveways and loading areas
 - Fire Lanes
 - Location of proposed signage (if applicable) with setback information identified
 - Location and details of proposed fencing (if applicable)

- Project data including:
 - Total Acres
 - Number of proposed/required parking stalls and accessible stalls
 - Number of proposed truck parking (if applicable)
 - Floor Area Ratio

_____ **Final Engineering Plans** (8 **folded** full size copies) and a pdf (CD, flash drive or email)

_____ **Final Stormwater Management Report**, if applicable (2 copies)

_____ **Landscape Plan** (8 **folded** full size copies), one reduction (11x17) and a pdf (CD, flash drive or email) including the following:

- Site Improvements
- Setbacks
- Dimensions
- Plantings and a Plant List that contains the name, size and quantity of all plant material shown on the plan)
- Location of: light poles, fire hydrants and proposed doors on the building
- Calculation of landscaped area- Percentage of Open Space including Square Footage

_____ **Building Elevations** (8 **folded** full size copies), one reduction (11x17) and a pdf (CD, flash drive or email) including the following:

- Building Height
- Materials Used
- Colors

_____ **Color Rendering** one reduction (11x17) and a pdf (CD, flash drive or email)

_____ **Floor Plans** (8 **folded** full size copies), one reduction (11x17) and a pdf (CD, flash drive or email) including the following:

- Square Footages (total and for each proposed use)
- Layout of the tenant space

_____ **Truck Turning Movement Plans** (8 **folded** full size copies), one reduction (11x17) and a pdf (CD, flash drive or email)

_____ **Lighting Plan** (Photometrics) (8 **folded** full size copies), one reduction (11x17) and a pdf (CD, flash drive or email) including the following:

- Location and quantity of all light fixtures
- Foot candle measurements to all property lines
- List of different types of lighting proposed
- Height of light poles
- Lighting Details
- Lumens

_____ **Unified Business Center Sign Plan** (\$400 additional fee), if applicable (3 Color Copies) (for premises containing four or more individual offices or businesses sharing a common building entrance or private parking lot)

_____ **Additional Information** as requested by CD Staff (i.e. Traffic Analysis)



2017 CALENDAR

COMMUNITY
DEVELOPMENT
630-540-5940

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.

PLAN COMMISSION MEETINGS

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



VILLAGE OF BARTLETT SITE PLAN APPLICATION

<p>For Office Use Only</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.)

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

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"): _____

Acreage: _____

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 (If applicable, including name, address, phone and email)

Attorney _____

Engineer _____

Other _____

****PLEASE FILL OUT THE FOLLOWING FINDINGS OF FACT AS THEY RELATE TO YOUR PETITION****

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.

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

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.

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

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)

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

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: _____