



Village of Bartlett

Development Application Packet

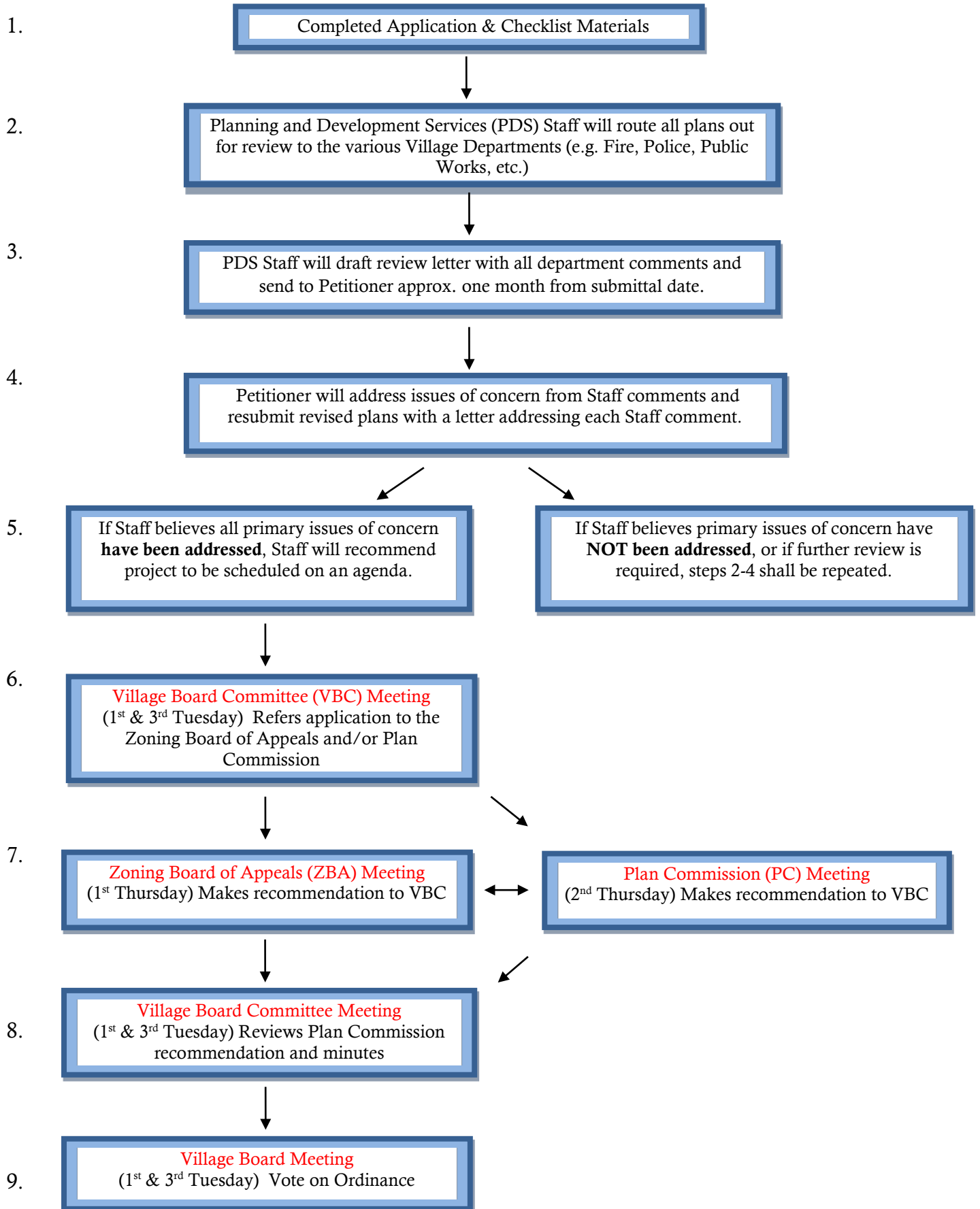
PLANNING & DEVELOPMENT SERVICES DEPARTMENT

E-mail: planningdivision@vbartlett.org

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

Phone: (630) 540-5940

DEVELOPMENT APPLICATION PROCESS



APPLICANT'S PROCEDURES

This packet is intended only as a general guide for the process that each applicant must follow for a development 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 Planning and Development Services Staff prior to submitting an application. The Planning and Development Services Staff is available by appointment from 8:30 am- 4:30 pm, Monday-Friday.

DEVELOPMENT APPLICATION CHECKLIST

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

- _____ A completed/signed **Application** including the Findings of Fact (8 copies)

- _____ **Property Owner's Signature** on the application or a **Letter** signed by the Property Owner authorizing the petition submittal

- _____ **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 Planning and Development Services 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)

- _____ **Plat of Annexation** (3 **folded** full size copies and one reduction), Annexation Petition & Annexation Agreement (3 copies each)

- _____ **Preliminary/Final Plat of Subdivision** (8 **folded** full size copies and one reduction)

- _____ **Preliminary/Final PUD Plan** (8 **folded** full size copies and one reduction)

- _____ **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

_____ **Preliminary/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- square footage and percentage

_____ **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) 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)

_____ Copy of **Land Use Opinion Report** (DuPage/Kane) If located in Kane or DuPage County, a **Land Use Opinion Report** from the Kane-DuPage Soil and Water Conservation District located at 2315 Dean Street, St. Charles, IL 60175 (phone #630-584-7961). Information on obtaining a report is available at www.kanedupageswcd.org/land_use. Once their review is complete a formal report will be sent to the Village.

_____ Copy of **Natural Resource Inventory Report** (Cook) If located in Cook County, a **Natural Resource Inventory Report** from the North Cook County Soil and Water Conservation District located at 899 Jay Street, Elgin, IL 60120 (phone#847-468-0071). Information on obtaining a report is available at www.northcookswcd.org/forms.htm. Once their review is complete a formal report will be sent to the Village.

_____ Copy of **Ecological Compliance Assessment Tool Report (EcoCAT)** An **Ecological Compliance Assessment Tool Report** (EcoCAT) from the Illinois Department of Natural Resources located at One Natural Resources Way, Springfield, IL 62702-1271 (phone #217-782-6302). Information on obtaining a report is available at www.dnrecocat.state.il.us/ecopublic/. Once their review is complete a formal report will be sent to the Village.

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

If a project is located adjacent to or requires access to a County Highway or State Right-of-Way, the following agencies should be contacted prior to submitting this petition. (Access permits from these agencies may also be required):

- **Cook County Highway**
George W. Dunne Cook County Office Building
69 West Washington Street, 23rd Floor
Chicago, IL 60602-3007
Phone # (312) 603-1670
hwypermits@cookcountygov.com
- **DuPage County Division of Transportation**
Jack T. Knuepfer Admin Bldg.
421 N. County Farm Road
Wheaton, IL 60187
Phone # (630) 407-6900
www.dupageco.org/dot/index.cfm
- **Kane County Department of Transportation**
41W011 Burlington Road
St. Charles, IL 60175
Phone # (630) 584-1170
www.co.kane.il.us/DOT/permits.aspx
- **Illinois Department of Transportation**
Division of Highways
District 1
201 West Center Court
Schaumburg, Illinois 60196-1096
Phone # (847)-705-4000

PUBLIC HEARING NOTICE REQUIREMENTS

A public hearing is required for all Rezoning, Planned Unit Developments, Special Use Permits, Variations and Text Amendments. The Planning and Development Services Department will contact the petitioner regarding the notice requirements only **AFTER** a complete formal application has been submitted to the Planning and Development Services 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 and/or the Zoning Board of Appeals 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:**

Planning Staff will provide the public hearing notice with a list of property owners within 250 feet of the site. The applicant must mail the notice to the list of property owners 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 Planning & Development Services Department prior to the public hearing.

APPLICATION FEES

Development Activity

Administrative Fee

Annexation	\$200.00 + Consultant Fees*
Site Plan	\$300.00 + Consultant Fees*
Variance	\$300.00 + Consultant Fees*
Text Amendment	\$400.00 + Consultant Fees*
Rezoning	\$400.00 + Consultant Fees*
Special Use	\$400.00 + Consultant Fees*
Unified Business Center Sign Plan	\$400.00 + Consultant Fees*

Preliminary Subdivisions & PUD's

Preliminary Subdivision Plan	
0-25 lots	\$ 800.00 plus Consultant Fees*
26-50 lots	\$ 1,000.00 plus Consultant Fees*
51-100 lots	\$ 1,300.00 plus Consultant Fees*
101-200 lots	\$ 1,600.00 plus Consultant Fees*
more than 201 lots	\$ 1,800.00 plus Consultant Fees*
Preliminary PUD Plan	
0-25 lots	\$ 1,000.00 plus Consultant Fees*
26-50 lots	\$ 1,200.00 plus Consultant Fees*
51-100 lots	\$ 1,500.00 plus Consultant Fees*
101-200 lots	\$ 1,800.00 plus Consultant Fees*
more than 201 lots	\$ 2,000.00 plus Consultant Fees*

Final Subdivision & PUDs (see Bartlett Subdivision Ordinance Section 11-5-7)

Consultant Fees will be billed separately by the Village to the petitioner.

Consultant Fees: Section 1-10-9:

Each owner, developer, builder, sub-divider or any person who or entity which submits a preliminary or final plat of subdivision or plan for a planned unit development to the Village for approval shall be responsible for the payment of the following expenses specifically attributable to such plan which will be billed directly.

- The professional fees charged to the Village by its attorney for reviewing annexation agreements, declarations of covenants, zoning ordinances, review of performance and/or completion bonds, letters of credit, escrow agreements or other security arrangements established to guarantee completion of subdivision and PUD improvements, and attendance at Staff, Plan Commission and Committee meetings at which such plans are being reviewed.
- The professional fees charged to the Village by the court reporter, if deemed necessary, for attending and transcribing the minutes for Committee, Plan Commission and Zoning Board of Appeals meetings.



2020 CALENDAR

PLANNING &
DEVELOPMENT
SERVICES
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	29

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.

ZONING BOARD OF APPEALS

Zoning Board of Appeals meetings are held on the first Thursday of the month at 7:00 pm.

PLAN COMMISSION MEETINGS

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



VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only

Case # _____

(Village Stamp)

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.)

ACTION REQUESTED (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Text Amendment |
| <input type="checkbox"/> PUD (preliminary) | <input type="checkbox"/> Rezoning from _____ to _____ |
| <input type="checkbox"/> PUD (final) | <input type="checkbox"/> Special Use for: _____ |
| <input type="checkbox"/> Subdivision (preliminary) | <input type="checkbox"/> Variation: _____ |
| <input type="checkbox"/> Subdivision (final) | |
| <input type="checkbox"/> Site Plan (please describe use: commercial, industrial, square footage): _____ | |
| _____ | |
| <input type="checkbox"/> Unified Business Center Sign Plan | |
| <input type="checkbox"/> Other (please describe) _____ | |

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

Proposed: _____ Proposed: _____

Comprehensive Plan Designation for this Property: _____

(Refer to Future Land Use Map)

Acreage: _____

For PUD's and Subdivisions:

No. of Lots/Units: _____

Minimum Lot: Area _____ Width _____ Depth _____

Average Lot: Area _____ Width _____ Depth _____

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

Attorney _____

Engineer _____

Other _____

FINDINGS OF FACT (Standards)

The Village of Bartlett Zoning Ordinance requires that certain findings of fact, or standards, must be met before a special use permit, variation, site plan or planned unit development may be granted. Each application for a hearing before the Plan Commission or Zoning Board of Appeals for a special use, variation, site plan or planned unit development must address the required findings of fact for each particular request. The petitioner should be aware that he or she must present specific testimony at the hearing with regards to the findings. **(On the following pages are the findings of fact, or standards, to be met. Please respond to each standard, in writing, as it relates to the case.)**

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

Findings of Fact for **Site Plans**: Pages 4-5

Findings of Fact for **Planned Unit Developments**: Pages 6-9

Findings of Fact for **Special Uses**: Page 10

Findings of Fact for **Variations**: Pages 11-12

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.

FINDINGS OF FACT FOR PLANNED UNIT DEVELOPMENTS

Both the Plan Commission and Village Board must decide if the requested Planned Unit Development 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 Planned Unit Development is desirable to provide a mix of uses which are in the interest of public convenience and will contribute to the general welfare of the community.

2. The Planned Unit Development 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. The Planned Unit Development shall conform to the regulations and conditions specified in the Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

4. The proposed uses conform to the Comprehensive Plan and the general planning policies of the Village for this parcel.

5. Each of the proposed uses is a permitted or special use in the district or districts in which the Planned Unit Development would be located.

6. The Planned Unit Development is designed, located and proposed to be operated and maintained so that the public health, safety and welfare will not be endangered or detrimentally affected.

7. It shall not substantially lessen or impede the suitability for permitted use and development of, or be injurious to the use and enjoyment of, or substantially diminish or impair the value of, or be incompatible with, other property in the immediate vicinity.

8. Impact donations shall be paid to the Village in accordance with all applicable Village ordinances in effect at the time of approval.

9. The plans provide adequate utilities, drainage and other necessary facilities.

10. The plans provide adequate parking and ingress and egress and are so designed as to minimize traffic congestion and hazards in the public streets.

11. The plans have adequate site area, which area may be greater than the minimum in the district in which the proposed site is located, and other buffering features to protect uses within the development and on surrounding properties.

12. There is reasonable assurance that, if authorized, the PUD will be completed according to schedule and adequately maintained.

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.

FINDINGS OF FACT FOR VARIATIONS

Both the Zoning Board of Appeals and the Village Board must decide if the requested variation is in harmony with the general purpose and intent of the Zoning Ordinance and if there is a practical difficulty or hardship in carrying out the strict letter of the regulations of the 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 ZBA 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.

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.

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

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.

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.

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.

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.

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: _____