



Village of Bartlett

Rezoning Application Packet

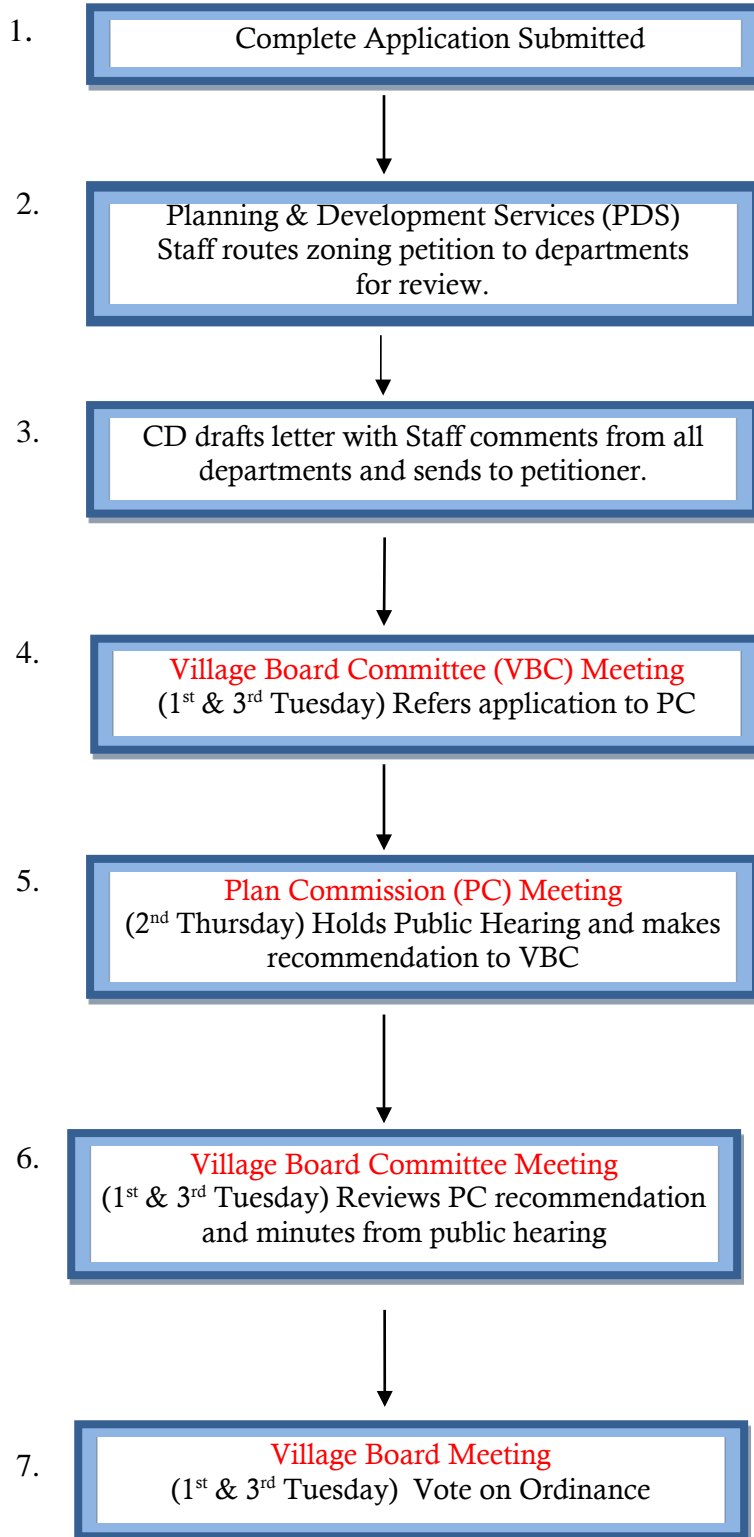
PLANNING & DEVELOPMENT SERVICES DEPARTMENT

E-mail: planningservices@vbartlett.org

Village website: 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 for detailed procedures.

PRE-APPLICATION CONSULTATION

Applicants are encouraged to consult with Planning & Development Services Staff prior to submitting an application. The PDS 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)

PUBLIC HEARING NOTICE REQUIREMENTS

A public hearing is required for all Rezoning. The Planning & Development Services Department will contact the petitioner regarding the notice requirements only **AFTER** a complete formal application has been submitted to the PDS Department.

****FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE PUBLIC HEARING TO BE POSTPONED****

Planning & Development Services Staff Responsibilities

The PDS 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 PDS Staff) to surrounding property owners and the required public bodies (provided by PDS Staff). 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.
2. **Submit receipts** from certified or certificate of mailing with postmark and address to the Planning & Development Services Department prior to the public hearing.



2020 CALENDAR

PLANNING &
DEVELOPMENT
SERVICES
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 REZONING 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.)

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: _____