

Village of Bartlett

Concept Plan Application Packet

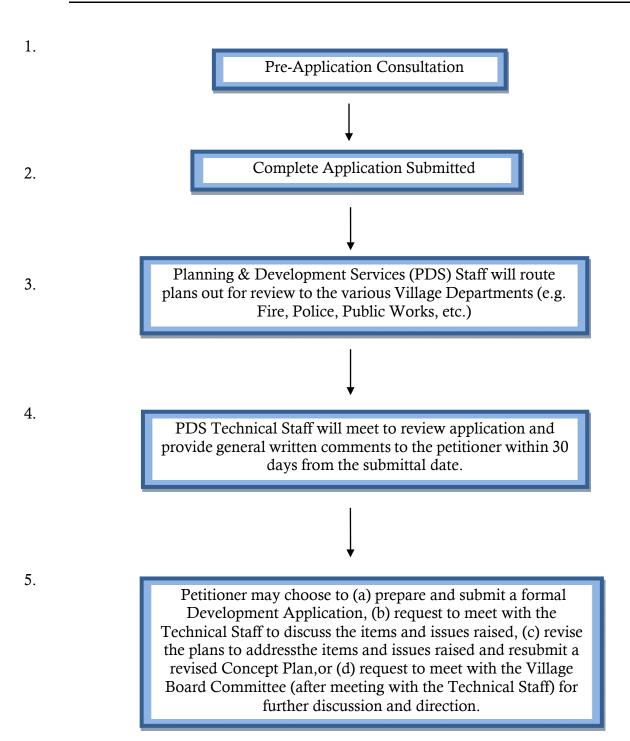
PLANNING & DEVELOPMENT SERVICES DEPARTMENT

E-mail: <u>planningdivision@bartlettil.gov</u>
Village website: <u>www.bartlettil.gov</u>

Phone: (630) 540-5920

February 2023

APPLICATION PROCESS FOR CONCEPT PLANS



CONCEPT PLAN REVIEW

Prior to submitting a request for approval of a Preliminary Subdivision PUD or Site Plan, an applicant may request a Concept Plan Review from the Village Technical Staff. An application for the Concept Plan Review shall be made on the attached application form along with the required materials listed below. For additional information, please refer to the Bartlett Subdivision Ordinance which may be viewed online at www.bartlettil.gov.

PRE-APPLICATION CONSULTATION

REQUIRED APPLICATION MATERIALS

Applicants are encouraged to consult with Planning & Development Services (PDS) Staff prior to submitting an application. The PDS Staff is available by appointment from 8:30 am- 4:30 pm, Monday-Friday.

All concept requests req	uire the following items to be submitted for a complete application:
A completed	/signed Application (8 copies)
	ner's Signature on the application or a Letter signed by the Property Owner he petition submittal
\$400 Applica	tion Fee + consultant fees (if applicable)
email) includ	n (8 folded full size copies, one reduction (11x17) and a pdf (CD, flash drive or ing but not limited to the following:
• General S.	ite improvements including: O Lot and Block arrangement
	Street Patterns and Location
	o Areas Designated for Landscaping, detention, parks/open space
	o Setbacks
	o Acreage
	o Potential utility connections
Additional I	nformation as requested by PDS Staff



For Office Use Only	
Case #	#
	(Village Stamp)

PROJECT NAME	

PETITIONER INFORMATION (PRIMAI	RY CONTACT)
Name:	
Street Address:	
City, State:	Zip Code:
Email Address:	Phone Number:
Preferred Method to be contacted: (Please C	Circle): Phone/Email
PROPERTY OWNER INFORMATION	
Name:	
Street Address:	
City, State:	Zip Code:
Phone Number:	
OWNER'S SIGNATURE:	Date: O or A LETTER AUTHORIZING THE PETITION
PROPERTY INFORMATION	
Common Address/General Location of Pro	operty:
Property Index Number ("Tax PIN"/"Parc	rel ID"):
Acreage:	No. of Lots/Units:
Zoning: Existing: (Refer to Official Zoning Map)	Land Use: Existing:
Proposed:	
Comprehensive Plan Designation for this P	Property:
	(Refer to Future Land Use Map)

APPLICANT'S EX	XPERTS (If applicable, including name, address, phone and email)
Attorney	
Engineer	
C	
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 <u>BILLED</u> :
ADDRESS:
PHONE NUMBER:
EMAIL:
SIGNATURE:
DATE: