



# Village of Bartlett

## Special Use Permit Application Packet

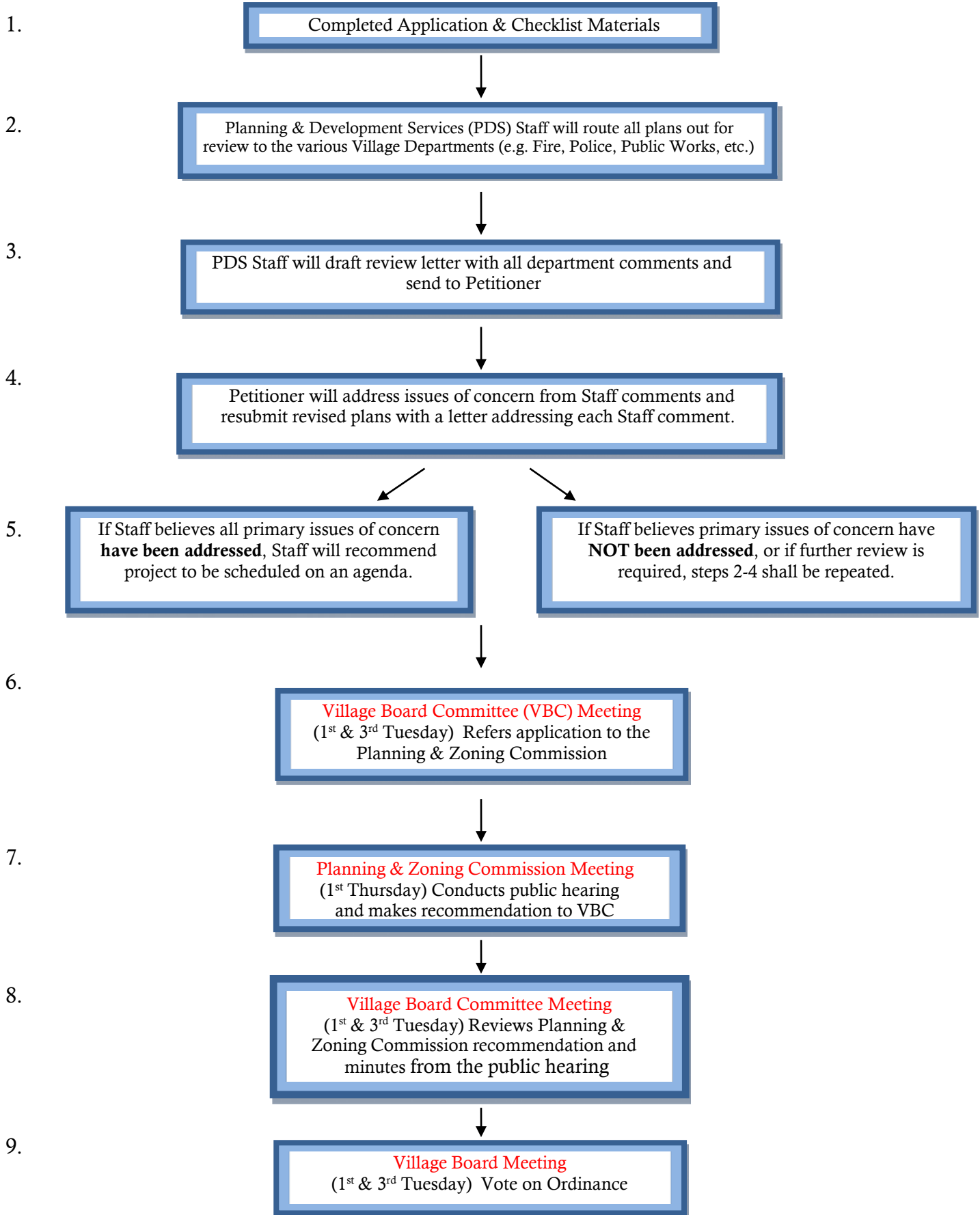
**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**

E-mail: [planningdivision@bartlett.il.gov](mailto:planningdivision@bartlett.il.gov)

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

Phone: (630) 540-5920

# APPLICATION PROCESS FOR SPECIAL USE PERMITS



## APPLICANT'S PROCEDURES

This packet is intended only as a general guide for the process that each applicant must follow for a Special Use Permit request. Applicants should obtain a copy of the Village Zoning Ordinance (Title 10, Chapter 13) or view it on the Village's webpage [www.bartlett.il.gov](http://www.bartlett.il.gov) for detailed procedures.

## PRE-APPLICATION CONSULTATION

Applicants are encouraged to consult with Planning & Development Services staff prior to submitting an application. The Planning & Development Services staff is available by appointment 8:30 AM - 4:30 PM Monday-Friday.

## SPECIAL USE PERMIT APPLICATION CHECKLIST

All Special Use Permit 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
- \_\_\_\_\_ **\$400 Application Fee** + consultant fees (if applicable)
- \_\_\_\_\_ **Legal Description** of the Subject Property from the Survey (emailed in a Word document)
- \_\_\_\_\_ 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 & Development Services Department) including the following:
  - Existing streets and other rights-of-way
  - Legal Description
- \_\_\_\_\_ **Approved Site Plan** (8 **folded** full size copies and a pdf emailed) including the following:
  - Location Map
  - Date of drawing (as well as dates of any and all revisions)
  - Location of Special Use
  - Location and details of proposed fencing (if applicable)
- \_\_\_\_\_ **Floor Plans** (8 **folded** full size copies and a pdf emailed) including the following:
  - Square Footages (total and for each proposed use)
  - Layout of the tenant space

**PUBLIC HEARING NOTICE REQUIREMENTS**

A public hearing is required for all Special Use Permits. The Planning & Development Services Department will contact the petitioner regarding the notice requirements only AFTER a complete formal application has been submitted to the Planning & Development Services 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 Planning & Zoning 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 (list provided by PDS staff) 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 Rd. 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 mail or certificate of mailing with postmark and address to the Planning & Development Services Department prior to the public hearing.



# 2024 MEETING CALENDAR

PLANNING &  
DEVELOPMENT  
SERVICES  
630-540-5920

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.

## PLANNING & ZONING COMMISSION

Planning & Zoning Commission meetings are held on the first Thursday of the month at 7:00 pm.



# VILLAGE OF BARTLETT SPECIAL USE PERMIT 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:** \_\_\_\_\_

**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.)*

**SPECIAL USE PERMIT REQUESTED** (Please describe i.e. liquor sales, outdoor seating, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION**

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

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

**Acreage:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_  
(Refer to Official Zoning Map)

**Land Use:** \_\_\_\_\_

**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** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**FINDINGS OF FACT FOR SPECIAL PERMIT**

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning 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 Planning & Zoning 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.

---

---

---

---

Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

**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: \_\_\_\_\_