



# Village of Bartlett

## Variation Application Packet

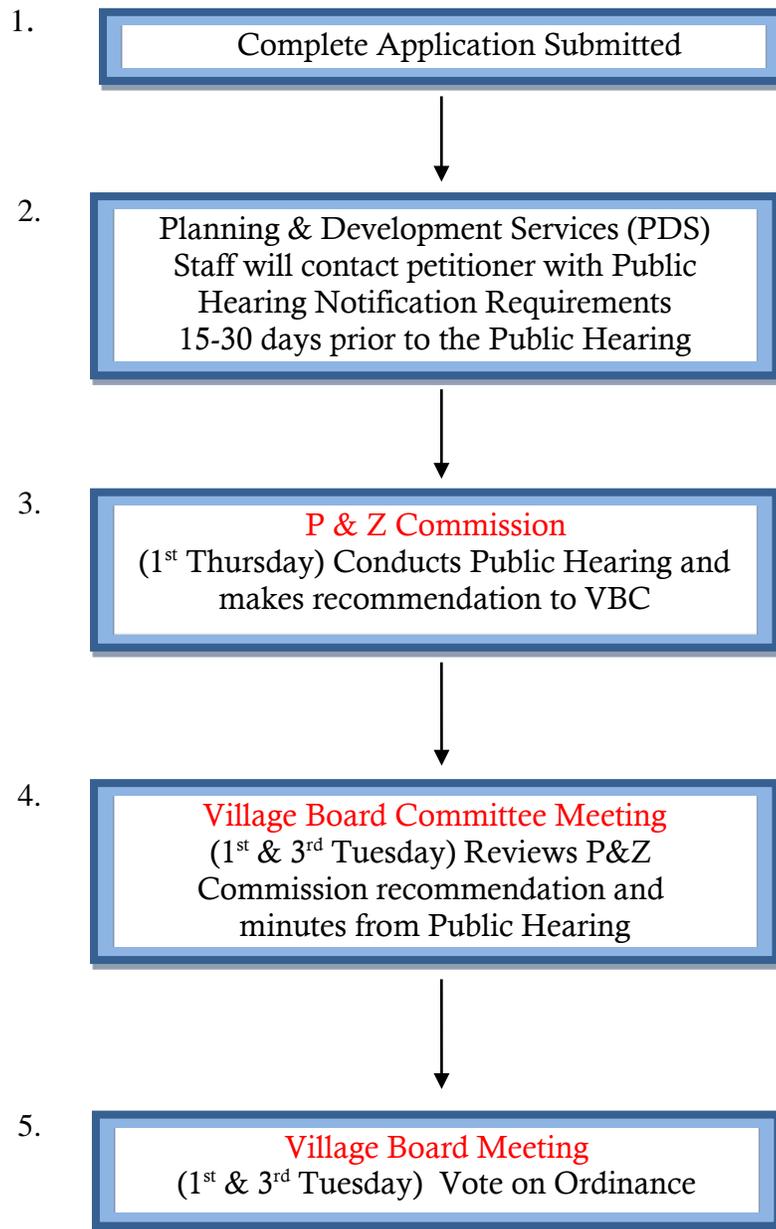
**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**

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 VARIATIONS



## **APPLICANT'S PROCEDURES**

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

## **REQUIRED APPLICATION MATERIALS**

All Variation 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 (emailed in Word document)
- \_\_\_\_\_ A **Cover Letter** addressed to the President and Board of Trustees describing the Variation 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:
  - Proposed variation request drawn to scale
  - Utilities on the property and adjacent properties with 50'
  - 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)
- \_\_\_\_\_ **Additional Information** as requested by PDS Staff (i.e. Building Elevations, Floor Plans)

## **PUBLIC HEARING NOTICE REQUIREMENTS**

A public hearing is required for all Variations. 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 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. Provide a list of property owners within 250 feet of the property;
3. Send the Public Hearing Notice to the local newspapers for publication;
4. Post the Public Hearing Notice Sign;
5. Provide photographs to the Planning & Zoning Commission of the posted Public Hearing Sign installed by the Village.
6. Village Staff will remove the Public Hearing Notice 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 prepared by PDS Staff). All mailings **must** be sent by certified mail or 1st class mail at least 15 but not more than 30 days before the scheduled public hearing date.
2. **Submit affidavit or receipts** from certified mail or certificate of mailing with postmark and address confirming the public notice was mailed to the Planning & Development Services Department prior to the public hearing.

# 2026 MEETING CALENDAR



## VILLAGE BOARD / PLANNING & ZONING COMMISSION

January						
Su	Mo	Tu	We	Th	Fr	Sa
				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						
Su	Mo	Tu	We	Th	Fr	Sa
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March						
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29	30	31				

April						
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May						
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24	25	26	27	28	29	30
31						

June						
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28	29	30				

July						
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August						
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30	31					

September						
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27	28	29	30			

October						
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November						
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29	30					

December						
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27	28	29	30	31		

### VILLAGE BOARD

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

### PLANNING & ZONING COMMISSION

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



# VILLAGE OF BARTLETT VARIATION APPLICATION

<p><b>For Office Use Only</b></p> <p>Case # _____</p> <p><i>(Village Stamp)</i></p>
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**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.)*

**DESCRIPTION OF VARIATION REQUEST (i.e. setback, fence height) including SIZE OF REQUEST (i.e. 5ft., 10 ft.)**

\_\_\_\_\_

**PROPERTY INFORMATION**

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

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

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

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

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

Attorney \_\_\_\_\_

Surveyor \_\_\_\_\_

Other \_\_\_\_\_

**FINDINGS OF FACT FOR VARIATIONS**

Both the Planning & Zoning Commission 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 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 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.

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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.

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

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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.

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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.

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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.

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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.

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## 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: \_\_\_\_\_