

(Signature Page)

Village of Barrington Hills

SKETCH PLAN APPLICATION

SUBDIVISION NAME _____

SUBMITTAL DEADLINE _____

MEETING DATE _____

I hereby certify that I have read, understand, and will comply with the provisions set forth in Chapters 2 through 6 of Title 6 of the Village Code of Barrington Hills, Illinois, the Barrington Hills Subdivision Ordinance.

I enclose the filing fee of \$ _____ as required by Section 6-3-2(H).

I agree to reimburse the Village for the entire cost incurred in reviewing the sketch plan, preliminary plat, final plat, and all accompanying submittals.

I agree to pay the review expenses incurred by the Village within ten (10) days after receipt of an invoice from the Village.

I understand no further processing of this application shall occur if an invoice remains unpaid for sixty (60) days or more and no plat shall be approved or recorded unless all billed expenses have been paid.

I am providing the information required in Section 6-3-3(A) as part of this application.

I declare that I have examined this application and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Applicant

Date

Date Received by Village

(Expert List)

Village of Barrington Hills

SKETCH PLAN APPLICATION

LEGAL TITLE HOLDER:

Name

Address

Telephone

Fax

BENEFICIAL OWNER (If Different)

Name

Address

Telephone

Fax

APPLICATION (If Different)

Name

Address

Telephone

Fax

ATTORNEY:

Contact Person and Firm Name

Address

Telephone

Fax

(Expert List – continued)

ENGINEER:

Contact Person and Firm Name

License No.

Address

Telephone

Fax

SURVEYOR:

Contact Person and Firm Name

License No.

Address

Telephone

Fax

LAND PLANNER:

Contact Person and Firm Name

Address

Telephone

Fax

SOIL SCIENTIST:

Contact Person and Firm Name

Address

Telephone

Fax

(Expert List – continued)

SEPTIC DESIGN ENGINEER:

Contact Person and Firm Name

License No.

Address

Telephone

Fax

LANDSCAPE ARCHITECT:

Contact Person and Firm Name

Address

Telephone

Fax

OTHER (Specify):

Contact Person and Firm Name

Address

Telephone

Fax

OTHER (Specify):

Contact Person and Firm Name

Address

Telephone

Fax

(List of Requirements/Documents)

Village of Barrington Hills

SKETCH PLAN APPLICATION

The applicant shall provide the following information in conformance with Section 6-3-3(A) of the Village Code. All blanks in the Applicant Use column shall be marked with an “X”, meaning the information is provided, or with “NA”, meaning the information is not applicable for this sketch plan.

<u>Applicant Use</u>		<u>Village Use</u>	
Provided		Received	Missing
_____	Location and legal description of property	_____	_____
_____	Size of property	_____	_____
_____	Name(s) of persons having options to acquire the property	_____	_____
_____	Title policy dated within 60 days of application date	_____	_____
_____	Existing easements and copy of document creating same	_____	_____
_____	Existing right-of-way and copy of document creating same	_____	_____
_____	Existing covenants and copy of document creating same	_____	_____
	<u>Preliminary Inventory and Analysis showing:</u>		
_____	Topography	_____	_____
_____	Soils and geology	_____	_____
_____	Waterways, wetlands and drainage	_____	_____
_____	Vegetation	_____	_____
_____	Wildlife	_____	_____
_____	Historic features	_____	_____

(List of Requirements/Documents – continued)

<u>Applicant Use</u>	<u>Village Use</u>	
Provided	Received	Missing
_____ Adjacent land use and zoning	_____	_____
_____ Utilities and related easements	_____	_____
_____ Riding trails	_____	_____
_____ Roadways and traffic circulation	_____	_____
_____ Other Items	_____	_____
<u>Preliminary Subdivision Proposals showing:</u>		
_____ Alternatives	_____	_____
_____ Proposed uses and densities	_____	_____
_____ Zoning	_____	_____
_____ General lot and roadway layout	_____	_____
_____ Water supply	_____	_____
_____ Wastewater management	_____	_____
_____ Storm water management	_____	_____
_____ Conservation areas	_____	_____
_____ Landscaping	_____	_____
_____ Ownership and maintenance, including roadways	_____	_____
_____ Other Items	_____	_____
_____ List of property owners within 250 feet for notification	_____	_____
_____ Copy of letter sent to property owners	_____	_____
_____ Notice of hearing posted on property	_____	_____
_____ Notification of School Board	_____	_____
_____ Notification of appropriate highway authority	_____	_____

(List of Requirements/Documents – continued)

Applicant Use
Provided

Village Use
Received Missing

Publication of notice in newspaper by Village

Endangered and Threatened Species notification
by Village

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(Exhibit – Notice Letter)

[Date]

Dear Neighbor:

We have placed on file with the Village of Barrington Hills an application for subdivision of the following property:

[Legal Description and/or Address]

The application for subdivision requires a Public Hearing before the Plan Commission. All neighbors within 250 feet of the above-described property are being notified and are invited to the Public Hearing to comment, ask questions, or voice objections to the subdivision of this property.

The Public Hearing will take place on:

[Date and Time of Hearing]

at the Barrington Hills Village Hall, 112 Algonquin Road, Barrington Hills, IL 60010. If you are unable to attend the Public Hearing, your comments, questions, or objections may be expressed in writing and sent to:

Village Clerk
Village of Barrington Hills
112 Algonquin Road
Barrington Hills, IL 60010

Please include your name, address, and the existing use of your property along with your comments, questions, or objections to the proposed subdivision.

A copy of the application is on file and available for viewing in the office of the Village Clerk on weekdays from 9:00 AM to 5:00 PM.

If you have any questions on this application, please call [Applicant's representative's name] at [Telephone number] or the Village Administrator at (847) 551-3000.

Yours truly,

[Applicant's Name]
[Address]

(Exhibit – Notice Format)

NOTICE PUBLIC HEARING

APPLICANT _____

FOR PURPOSE OF _____

BEFORE THE _____

AT BARRINGTON HILLS
VILLAGE HALL
112 ALGONQUIN ROAD

DATE _____ TIME _____

All interested parties are invited to attend.

[Adjust font size accordingly to fit Notice Board.]

