

# Village of Carol Stream

## AGENDA

### REGULAR MEETING-PLAN COMMISSION/ZONING BOARD OF APPEALS

MONDAY, MARCH 28, 2016 AT 7:00 P.M.

*ALL MATTERS ON THE AGENDA MAY BE DISCUSSED, AMENDED AND ACTED UPON*

- I. Roll Call: Present:  
Absent:
- II. Approval of Minutes: February 22 , 2015
- III. Public Hearing:
  - A. 15365 **27W245 North Avenue LLC (AT&T) – 27W245 North Avenue**  
*Zoning Map Amendment to B-3 Service District (upon annexation)*  
*Zoning Code Variation – Building Setback*
  - B. 15349 **T Geneva Crossing IL LLC (Geneva Crossing) –  
Corner of Geneva Road and Schmale Road**  
*Final Plat of Subdivision*  
*Amendment to a PUD*
- IV. Presentation:
- V. Old Business:
- VI. New Business:
- VII. Report of Officers:
- VIII. Adjournment:

**Regular Meeting – Plan Commission/Zoning Board of Appeals  
Gregory J. Bielawski Municipal Center, DuPage County, Carol Stream, Illinois**

***All Matters on the Agenda may be Discussed, Amended and Acted Upon***

**February 22, 2016**

Chairman Parisi called the Regular Meeting of the Combined Plan Commission/Zoning Board of Appeals to order at 7:00 p.m. and directed Roberta Vogel, Permit Systems Coordinator to call the roll.

The results of the roll call were:

Present: Chairman Frank Parisi, Commissioners David Creighton, Frank Petella, John Meneghini, Angelo Christopher and Charlie Tucek.

Absent: Commissioner Dee Spink.

Also Present: Don Bastian, Community Development Director, Tom Farace Planning and Economic Development Manager, Roberta Vogel, Permit Systems Coordinator, and a representative from DuPage County Court Reporters.

**MINUTES:**

Commissioner Meneghini moved and Commissioner Creighton made the second to approve the minutes of the meeting of December 14, 2015.

The motion passed by unanimous voice vote.

**PUBLIC HEARING:**

Commissioner Creighton moved and Commissioner Meneghini made the second to open the Public Hearing.

The motion passed by unanimous voice vote.

**Case # 15342, Dunkin’ Donuts, 222 W. Army Trail Road**

*Special Use Permit - Drive-up Service Window*

*Amendment to an Approved Special Use Permit – Planned Unit Development*

Chairman Parisi swore in the witness, Vaishali Katyarmal, Architect, on behalf of Hitesh Patel, Dunkin Donuts.

Vaishali Katyamal made a short presentation stating the details of the site improvements, scope of intended interior and exterior work and explains reasons for the requested approvals. Dunkin Donuts is presently located on the west end of the Shopping Plaza and would like to move to the east end to allow for a drive thru service to grow his business. To allow the Drive Thru bypass lane there is a need to reduce parking by 5 stalls, 2 stalls located in the rear and 3 stalls located on the east side of the property, explains the new sign locations and location of the safety bollards.

Chairman Parisi asks for any questions from the audience. No audience questions.

Chairman Parisi asks Commissioner for any questions.

Commissioner Meneghini has no questions at this time but requests the opportunity to redirect at a later time.

Commissioner Petella asks about the parking in the rear of the building.

Ms. Katyamal states there are 7 stalls in the rear of the building and they will be eliminating 2 stalls for the by-pass lane leaving 5 stalls for parking.

Commissioner Petella asks about the directional sign location.

Ms. Katyamal states there will be signs at entry off of Army Trail Road as well as the pavement signage.

Commissioner Petella asks about the deliveries at the Plaza.

Ms. Katyamal states the common practice for deliveries at this location is in the front of the building.

Chairman Parisi asks Mr. Farace for the staff report.

Mr. Farace states that Dunkin Donuts is requesting a Special Use for a Drive-up Window Service and an Amendment to the Approved PUD allowing reduced parking stalls. Mr. Farace states Dunkin Donuts is currently a tenant in the Shopping Plaza on the west end and wishes to move to the east end to accommodate the drive thru window lane and by-pass lane, explains the parking reduction and the work to be done on the retaining wall, curb area in the rear of the building to allow for the by-pass lane, states the existing flow of the traffic in the rear of the building currently flows from west to east and will remain the same traffic flow. Mr. Farace states the issues with property maintenance and states the dumpster enclosure gates were left open on several occasions during site visits and staff has noted they should be closed excluding employee usage or trash pick-up. The parking lot has a few pot holes in front of the current business space on the west side of the center and they should be taken care of when the weather improves. There is a parking lot light inoperable on the southeast corner of the plaza as well as on the southeast corner of the building that should be repaired by the property owner. Explains the signage and states the signage will be in compliance with the current sign code. Staff recommends approval of the Special Use and the Amendment to the approved special Use PUD with staff recommendations.

Chairman Parisi asks the Commission Meneghini and Petella for any additional questions.

Commissioner Meneghini asked about the anticipated amount of the business that will become drive-up.

Ms. Katyamal states yes, about 2/3 of the business.

Commissioner Meneghini asks how this was determined.

Ms. Katyamal states Dunkin Donuts has collected data through other Dunkin Donut drive-thru locations and this was used to determine the estimated percentage of drive-thru use from the corporate office.

Commissioner Meneghini asks how long has the owner Mr. Patel had the business, does he have other stores and how many employees.

Mr. Patel states he has been in the business for 5 years; he has other locations and employs 6 staff.

Commissioner Petella has no further questions.

Commissioner Tucek asks about the dumpster location and asks if the garbage truck has enough room to navigate the trash enclosure safely.

Ms. Katyamal states yes.

Commissioner Tucek states he thinks it's a great idea.

Commissioner Creighton has no questions.

Commissioner Christopher asks if the applicant agrees with all the general conditions the village has put together.

Ms. Katyamal states the majority of the conditions of approval pertain to the property owner and they will work with the property owner to correct the conditions. As far as the conditions that apply to Dunkin Donuts we will make sure it is abided by.

Commissioner Christopher asks Mr. Farace who owns the retaining wall.

Mr. Farace states the property owner.

Commissioner Christopher asks about the reduction from 17' to 14'6" should it be protected by a guard rail.

Mr. Bastian states that aspect of the plan will be reviewed during the permit application process by the Engineering Department.

Chairman Parisi asks for clarification from Mr. Farace about the curb area being constructed.

Mr. Farace states it will be in the southeast corner of the property along the by-pass lane.

Chairman Parisi asks about the height limitation and location for the stanchion structure.

Ms. Katyamal states it will be located where the drive-thru begins.

Commissioner Meneghini moved and Commissioner Christopher made the second to approve the request with the staff recommendations are completed.

The results of the roll call vote were:

Ayes: 6 Chairman Parisi and Commissioners Petella, Tucek, Meneghini, Christopher and Creighton.

Nays: 0

Abstain: 0

Absent: 1 Commissioner Spink.

Chairman Parisi reminded the applicant that this request will go before the Village Board on Monday, March 7, 2016, at 7:30 PM for final action.

**Case # 15365, 27W245 North Avenue, LLC (AT&T Mobile Tel), 27W245 North Avenue**

*Zoning Map Amendment – B-3 Service District (Upon Annexation)*

*Zoning Code Variation – Front Building Setback*

Chairman Parisi asks Mr. Bastian for the staff report.

Mr. Bastian explains Case # 15365 for 27W245 North Avenue, LLC (AT&T Mobile Tel) was published for the meeting on February 22, 2016 but has not been completed and asked for Case# 15365 to be continued to the March 28, 2016 meeting.

Chairman Parisi asks for any questions from the commissioners. No Questions.

Commissioner Creighton moved and Commissioner Petella made the second to continue the case to March 28, 2016 meeting.

The results of the roll call vote were:

Ayes: 6 Chairman Parisi and Commissioners Petella, Tucek, Meneghini, Christopher and Creighton.

Nays: 0

Abstain: 0

Absent: 1 Commissioner Spink.

Commissioner Meneghini moved and Commissioner Christopher made the second to close the Public Hearing.

The motion passed by unanimous vote.

#### **PRESENTATION:**

#### **Case # 16013 – Village of Carol Stream – 500 N Gary Avenue 2016 Zoning Map**

Mr. Farace states the changes to the 2016 Zoning Map.

Chairman Parisi asks if the Planning Commission had any questions. NO questions.

Commissioner Petella moved and Commissioner Meneghini made the second to approve the 2016 Zoning Map.

The results of the roll call vote were:

Ayes: 6 Chairman Parisi and Commissioners Petella, Tucek, Meneghini, Christopher and Creighton.

Nays: 0

Abstain: 0

Absent: 1 Commissioner Spink.

#### **NEW BUSINESS:**

Mr. Bastian talks about the Comprehensive Plan Open House in March 2016. Commissioner Creighton asks about any changes and Mr. Bastian states there could be changes as far as refinements. Commissioner Creighton asks Mr. Bastian his opinion of how the Comprehensive Plan is progressing and Mr. Bastian states he is happy with what the end product will be.

**ADJOURNMENT:**

At 7:35 p.m. Commissioner Meneghini moved and Commissioner Creighton made the second to adjourn the meeting.

The motion passed by unanimous vote.

FOR THE COMBINED BOARD

Recorded and transcribed by,

\_\_\_\_\_  
Roberta Vogel  
Permit Systems Coordinator

Minutes approved by Plan Commission on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman

**Staff Report – Plan Commission/Zoning Board of Appeals meeting of March 28, 2016**  
**No. 15365, 27W245 North Avenue, LLC (AT&T Mobile Tel), 27W245 North Avenue**  
*Zoning Map Amendment – B-3 Service District (Upon Annexation)*  
*Zoning Code Variation – Front Building Setback*

As reported to the Plan Commission/Zoning Board of Appeals (PC/ZBA) at the February 22, 2016, meeting, the Village of Carol Stream received an application seeking zoning and annexation approvals for the 1.65-acre AT&T Mobile Tel property on the south side of North Avenue, west of County Farm Road. Staff arranged for publication of the required public notice to allow for the possibility that the Plan Commission/Zoning Board of Appeals (PC/ZBA) could conduct the public hearing on February 22, 2016. However, the application was not yet ready for review by the PC/ZBA, and so at the February 22 meeting, the PC/ZBA continued the matter to the March 28, 2016, meeting, by a vote of 6-0.

As seen in the attached e-mail from Attorney Robert McNees, who was representing the property owner regarding this matter, the owner no longer wishes to move forward with the annexation of the property to the Village of Carol Stream. As such, the application has been withdrawn. No action is required by the PC/ZBA.

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## Don Bastian

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**From:** Robert A. McNees <[robert@mcneesassociates.com](mailto:robert@mcneesassociates.com)>  
**Sent:** Tuesday, March 22, 2016 1:05 PM  
**To:** Don Bastian  
**Cc:** Tom Farace  
**Subject:** RE: AT&T Application

Don,  
Permit me to confirm that my clients no longer wish to pursue annexation into Carol Stream.  
Please make arrangements to remove the sign.  
Thanks.  
Bob

**McNees & Associates, LLC**   
Attorneys at Law

Robert A. McNees  
195 Hiawatha Drive  
Carol Stream, IL 60188  
P: (630) 665-8811 ext. 13  
F: (630) 665-5260

Confidentiality Notice: This email and its attachments (if any) contain confidential information of the sender which is legally privileged. The information is intended only for the use by the direct addressees of the original sender of this email. If you are not an intended recipient of the original sender (or responsible for delivering the message to such person), you are hereby notified that any review, disclosure, copying, distribution, or the taking of any action in reliance on the contents of any attachments to this email is strictly prohibited. We do not waive attorney-client or work product privilege by the transmission of this email. If you received this email in error, please immediately notify the sender at [Robert@McNeesassociates.com](mailto:Robert@McNeesassociates.com) and permanently delete any copies of this email (digital or paper) in your possession.

# Village of Carol Stream Plan Commission/Zoning Board of Appeals

**STAFF REPORT**

March 28, 2016

**TO:**  
Chairman and Plan Commissioners

**FROM:**  
Community Development  
Department

**CASE MANAGER:**  
Tom Farace, Planning & Economic  
Development Manager

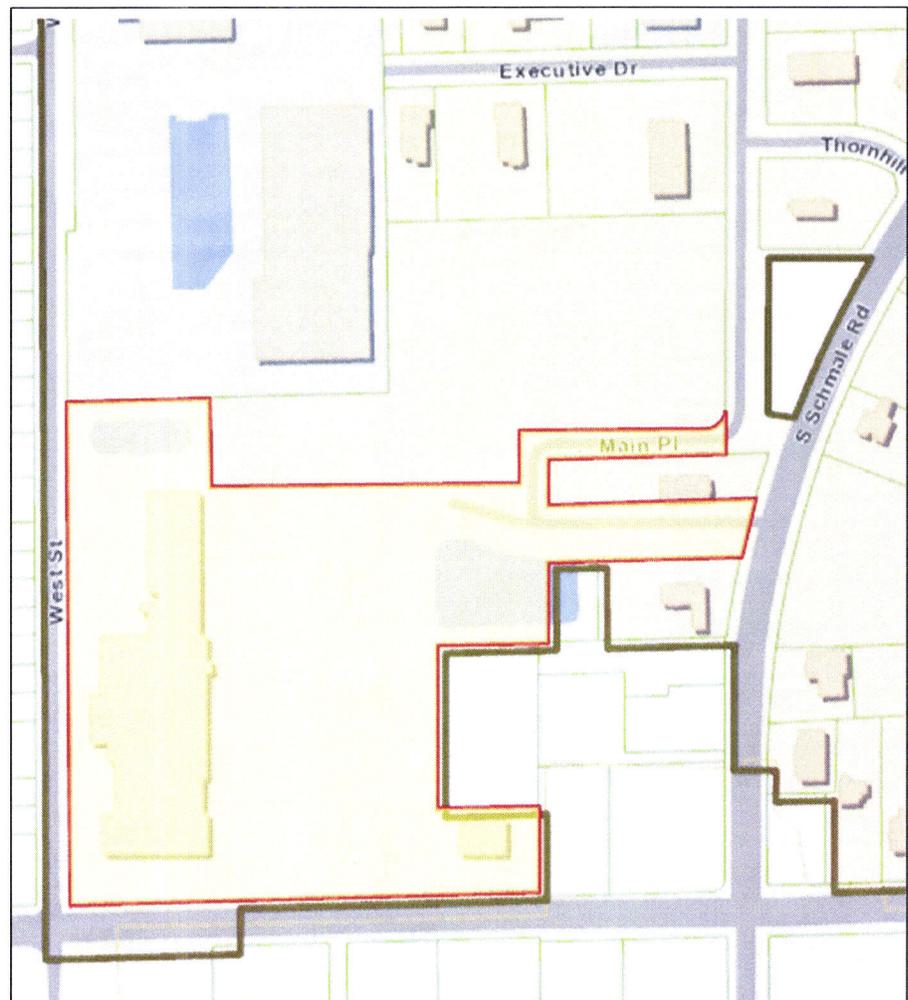
**ACTION REQUESTED:**  
The applicant is requesting approval of a Final Plat of Subdivision to subdivide the property into four lots in accordance with Section 7-2-6 of the Subdivision Code, and an Amendment to a PUD in accordance with Sections 16-9-2(C)(1) and 16-9-4(C)(1) of the Zoning Code.

**APPLICANT/ CONTACT/ OWNER:**  
Mr. Abbas Kanji  
T Geneva Crossing IL LLC  
16600 N. Dallas Pkwy  
Dallas, TX 75248

**CASE #:** 15349

**LOCATION:** Corner of Geneva Road and Schmale Road

**PROJECT NAME:** T Geneva Crossing IL LLC (Geneva Crossing)



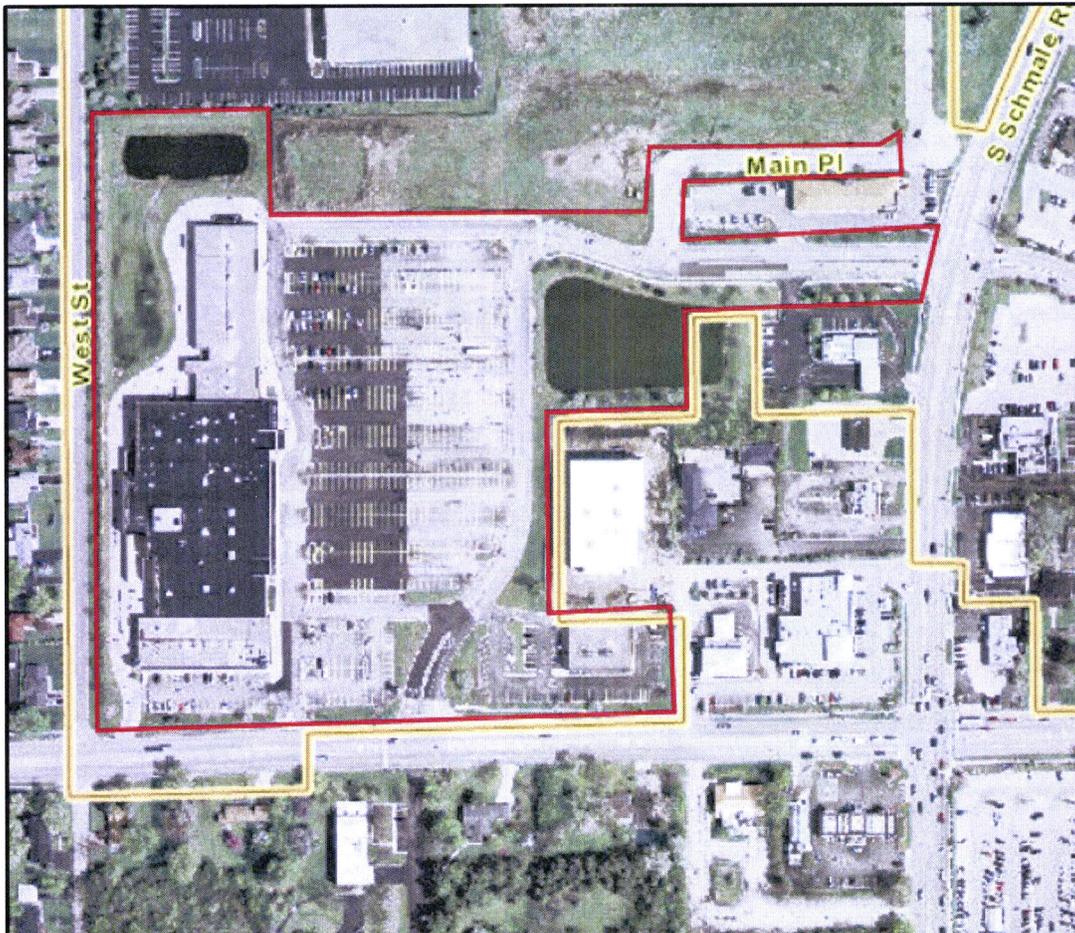
The approximate 19.12-acre property, outlined in red in the above map, is located in the northwest quadrant of the intersection of Geneva Road and Schmale Road.

**Site Assessment**

PIN(s): 05-04-304-070-0000

LOCATION	ZONING DISTRICT	LAND USE	COMPREHENSIVE PLAN
Subject Property	B-3 PUD	Commercial	Commercial
North	B-4 Office, Research and Institutional District	Office (Tyndale House Pub.)	Office
	B-3 Service District	Vacant	Commercial
South	I-1, C-3, and R-1 (City of Wheaton)	Theosophical Society, single-family residences	n/a
East	B-2 (Unincorporated DuPage County and City of Wheaton)	Commercial (PNC Bank, Self-Storage, Restaurants, Etc)	n/a
West	R-4 (Unincorporated DuPage County)	Single-family residences	n/a

**AERIAL PHOTOGRAPH:**



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## Project Summary

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### ATTACHMENTS:

Attached for review are a cover letter from Abbas Kanji dated December 17, 2015, the General Application, and reduced copies of the Final Plat of Subdivision (Exhibit A), and Final PUD Plan (Exhibit B).

### BACKGROUND:

In 1997, the Village approved an annexation and subsequent rezoning, along with a Tax Increment Financing (TIF) District, for Geneva Crossing, a shopping center of approximately of 118,000 square feet with a 7,500 square foot Advance Auto Parts store on an outlot. The property was zoned B-3 with a special use for a Planned Unit Development in 1997, and a Final PUD Site Plan was approved under Ordinance 97-04-30.

T Geneva Crossing IL LLC purchased the property in late 2015, and proposes to subdivide the single lot into four lots.

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## Staff Analysis

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To allow for the proposed four-lot subdivision, the applicant is requesting a Final Plat of Subdivision and an Amendment to a PUD.

### FINAL PLAT OF SUBDIVISION

The existing single lot of approximately 832,936 square feet (19.122 acres) will be subdivided into four lots of varying sizes as displayed on the Final Plat of Subdivision (Exhibit A).

- Lot 1 will be 421,876 square feet in area (9.658 acres) and will contain the northern portion of the shopping center building, the north parking lot and access points, and detention ponds that provide detention for both Geneva Crossing and the vacant commercial property to the north (Geneva Crossing Phase II).
- Lot 2 will be 250,457 square feet in area (5.750 acres) and will contain the portion of the shopping center building that houses the vacant Dominick's tenant space, and parking east of the Dominick's space.
- Lot 3 will be 105,122 square feet in area (2.413 acres) and will contain the southern portion of the shopping center building that fronts Geneva Road, and parking and access points along Geneva Road.
- Lot 4 will be 55,481 square feet in area (1.274 square feet) and will contain the Advance Auto Parts building and parking around the building.

Other noteworthy points regarding the plat of subdivision:

- The applicant believes that subdividing the property will allow for a better refinancing mechanism for the center as a whole.

- There is currently an Operation and Easement Agreement (OEA) between Geneva Crossing and the vacant property to the north (Geneva Crossing Phase II/Scheffler Greenhouses, Inc.), which stipulates requirements for cross access, shared parking, shared detention, and other common area maintenance and repair responsibilities between both properties. The applicant has prepared a supplement to the original OEA that is under review by the Village Attorney, which outlines the sharing of parking, access, and detention, along with common area maintenance responsibilities between the four proposed lots within the subdivision. Staff recommends that the OEA supplement be approved by the Village Attorney prior to Village Board action on the plat of subdivision.
- Staff from Community Development, Engineering Services and the Village Clerk's office have reviewed the plat of subdivision and are generally supportive of the plat, but recommend the following revisions to the plat prior to Village Board action:
  - Wheaton Sanitary District easements are not shown over the sanitary system throughout the property and may be required by the District if none currently exist.
  - One of the Certificate of County Engineer certificate blocks can be removed from the signature page of the plat.
  - Language related to the posting of a bond or guarantee in the Village certificate block on the signature page of the plat should be deleted.

For subdivisions such as this, the review process is largely a technical, engineering-oriented exercise. There are no issues related to neighborhood layout, impact fee donations or infrastructure improvements, as is the case with residential subdivisions. In accordance with the Village's customary process for these types of subdivisions, staff presents the Plat of Subdivision to the PC/ZBA for a review and recommendation.

When considering a subdivision plat, the PC/ZBA is responsible for reviewing the plat's compliance with the Zoning and Subdivision Codes, such as, does the lot meet the minimum size requirements for the district in which it is located (e.g. lot area)? Information regarding easements for private agreements and improvements are brought to the PC/ZBA's attention for contextual purposes, but need not be considered or formally reviewed by the PC/ZBA.

#### AMENDMENT TO A PUD

Also under review is an amendment to a PUD (see Exhibit B). The proposed subdivision amends the previously approved Geneva Crossings PUD Plan. As such, staff has reviewed the plat in conjunction with PUD and zoning regulations and has the following comments:

- Section 16-6-8(E)(9)(a) of the Zoning Code states that the minimum lot size for a commercial PUD is 1 acre. All four of the proposed lots within the subdivision exceed this requirement.
- Section 16-6-8(E)(9)(b) of the Zoning Code states that no more than 30% of any lot in a commercial PUD shall be covered by buildings or structures. The proposed lot coverage breakdown is provided below:
 

○ Lot 1	6.7%
○ Lot 2	28.9%
○ Lot 3	14.5%
○ Lot 4	13.5%
- Section 16-6-8(E)(9)(c) of the Zoning Code states that at least 15% of the net site area of the lot shall be provided for landscape and open space purposes. See summary of Ordinance 97-01-13 below.

- Section 16-6-8(E)(9)(d) of the Zoning Code states that buildings or structures exceeding 35 feet in height shall be located at least 100 feet away from a lot line. See summary of Ordinance 97-01-13 below.

Ordinance 97-01-13 granted approval of a Special Use for a PUD and associated variations for Geneva Crossing. Variations included front building and parking setback variations, a fence setback variation, and a green space modification for parking lots reduced down to 3% of green space per each parking lot area. Staff has reviewed green space percentages in conjunction with the proposed subdivision, and believes that there will be a minimum of 3% of green space within parking areas on each of the four lots, in addition to open space within and around the two detention basins, thereby meeting the spirit of the original PUD approval.

### PROPERTY MAINTENANCE ISSUES

During site visits to the property, staff noted the following items:

- The parking lot and rear drive aisle have several alligator cracks and potholes.
- There is a missing light in the front parking lot.
- Handicapped parking signage needs to either be replaced or put back in correct positions.
- There are some broken curbs throughout the parking lot and a damaged screen wall along the rear drive aisle.
- There was a piece of paving machinery sitting in the parking lot.

Staff recommends that the new property owner complete any property maintenance issues in a timely manner during Spring and Summer 2016, including replacement of any of missing, dead, or unhealthy plant material to be in compliance with the approved landscape plan.

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### Recommendation

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Staff recommends approval of the Final Plat of Subdivision and Amendment to a PUD, subject to the following conditions:

1. That corrections and deletions to the plat of subdivision as recommended herein be completed prior to review by the Village Board;
2. That the Supplement to the Operation and Easement Agreement for the subject property shall be approved by Village Attorney prior to review by the Village Board;
3. That the missing light pole in the front parking lot be replaced by the property owner by April 15, 2016;
4. That the replacement of any of missing, dead, or unhealthy plant material on the subject property be completed by the property owner by June 1, 2016 to be in accordance with the approved landscape plan;
5. That any pavement deficiencies at the subject property shall be repaired by the property owner by July 1, 2016, and that a building permit must be obtained prior to said pavement work.

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RECEIVED

DEC 17 2015

COMMUNITY DEVELOPMENT  
DEPT  
DEC 16 2015

# T Geneva Crossing IL, LLC

December 14, 2015

Don Bastian, AICP  
Community Development Director  
Village of Carol Stream  
500 N. Gary Avenue  
Carol Stream, Illinois 60188

Dear Don,

I hope this letter finds you well. Our company, consisting of 3 different ownership entities, acquired the Geneva Crossing Shopping Center in November 2015. We are anxious to revitalize this retail asset in the Village of Carol Stream and bring new tenants into the shopping center.

To assist with the leasing and financing efforts on this property it is essential to have the different parcels of the shopping center on their own tax parcels. We are applying to divide the shopping center into the following 4 lots (see next page of plat snapshot):

Lot	Description	Ownership
Lot 1	Goodwill to Dominick's	T Geneva Crossing IL, LLC
Lot 2	Dominick's	T Geneva Crossing IL, LLC
Lot 3	Strip retail shops	T Dan S Box 1031 IL, LLC
Lot 4	Advanced Auto Parts	T Northgate Pads OH, LLC

This subdivision will help tremendously with re-leasing the dark Dominick's space as well as financing the new leasing effort.

Our company has a very strong track record of revitalizing shopping centers across the country in cooperation with the local government and we expect to do the same at Geneva Crossing. You can see our portfolio at [www.tabanigroup.com](http://www.tabanigroup.com) and feel free to contact me with any questions.

Best wishes,



Abbas Kanji

RECEIVED

DEC 17 2015

COMMUNITY DEVELOPMENT DEPT

Do Not Write in This Space

Date Submitted: 12/15/15

Fee Submitted: 12/18/15

File Number: 15349

Meeting Date: \_\_\_\_\_

Public Hearing Required: \_\_\_\_\_

# Village of Carol Stream

500 N. Gary Avenue ▪ Carol Stream, IL 60188

PHONE 630.871.6230 ▪ FAX 630.665.1064

## FORM A

### GENERAL APPLICATION PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS

1. Name of Applicant T GENEVA CROSSING IL LLC Phone 469-870-7860  
 Address 16600 N. Dallas Pkwy., Dallas, TX 75248 Fax 972-248-8772

E-Mail Address consultant@tobanigroup.com  
 (required)

Name of Attorney \_\_\_\_\_ Phone \_\_\_\_\_

(if represented)

Address \_\_\_\_\_ Fax \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

(required if other than applicant)

Address \_\_\_\_\_ Fax \_\_\_\_\_

Name of Architect \_\_\_\_\_ Phone \_\_\_\_\_

(if applicable)

Address \_\_\_\_\_ Fax \_\_\_\_\_

2. \*Common Address/Location of Property Corner of Geneva Rd / Schmale Rd.

3. Requested Action (check all that apply)
- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                             | <input type="checkbox"/> Gary/North Avenue Corridor Review      |
| <input type="checkbox"/> Planned Unit Development – Preliminary | <input type="checkbox"/> Text Amendment                         |
| <input type="checkbox"/> Planned Unit Development – Final       | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Special Use Permit (requires Form C)   | <input type="checkbox"/> Variation – Sign (requires Form B-2)   |
| <input type="checkbox"/> Subdivision – Preliminary              | <input type="checkbox"/> Variation – Fence (requires Form B-3)  |
| <input checked="" type="checkbox"/> Subdivision – Final         | <input type="checkbox"/> Zoning Change                          |
|   | <input type="checkbox"/> Other                                  |

Describe requested action We would like to subdivide the shopping center into 4 different parcels.

DEC 17 2015

COMMUNITY DEVELOPMENT  
TRUST

4. After referring to the specific process handout(s) relevant to this application, please indicate below the items that are included with the submittal.

- General Application (Form A)
- General Variation Application (Form B-1)
- Sign Code Variation Application (Form B-2)
- Fence Code Variation Application (Form B-3)
- Special Use Application (Form C)
- Application for Development Approval (Form D)
- Gary/North Avenue Corridor Application (Form E)
- Plat of Survey with Legal Description
- Site Plan
- Landscape Plan
- Plat of Annexation
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Preliminary Planned Unit Development Plan
- Final Planned Unit Development Plan
- Drawings of Proposed Signs
- Horizontal Building Elevations
- Floor Plan
- Proof of Ownership or Written Consent From Property Owner
- Project Narrative/Cover Letter
- Application Fee \$ \$700.00

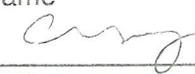
Please submit eight (8) full size drawings and one legible 11 by 17 inch reduced reproducible copy of full size drawings. Additional sets of plans may be required for certain applications. Please contact Village staff with any questions concerning the submittal requirements. **Full size drawings should be folded not rolled.** → will be sent by surveyor.

5. Applicant Certification

\*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for the purpose of notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have received a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements which relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing.

ABIGAIL KAUSI  
 Print Name  
  
 Signature  
12/14/2015  
 Date





