

**LAND IMPROVEMENT PERMIT APPLICATION**

**DEVELOPER CONTACT INFORMATION**

Developer Contact Person:

Developer Company:

Developer Address:

City:

State:

ZIP Code:

Phone:

Email:

**DESIGN ENGINEER CONTACT INFORMATION**

Design Engineer Contact Person:

Design Engineering Firm:

Design Engineering Firm Address:

City:

State:

ZIP Code:

Phone:

Email:

**LOCATION AND DESCRIPTION OF PROPOSED LAND IMPROVEMENTS**

Development Name/Title of Plans:

Property Address or Location:

Property PIN(s):

Description of Work to Be Performed:

**OTHER APPROVALS**

If any portion of the project is situated within rights-of-way of the Illinois Department of Transportation or of the DuPage County Highway Department, then additional permits from those entities must be obtained and proof shall be provided before a Land Improvement Permit may be issued.

**APPLICATION CHECKLISTS AND REQUIREMENTS**

The Land Improvement Permit Application must be accompanied by the following to be deemed complete:

1. One (1) copy of this Land Improvement Permit Application completely filled out and signed.
2. \$2,500 Initial Engineering Review Fee
3. Stormwater Review Retainer based on the size of the project and magnitude of stormwater design. (Engineering staff will determine the Stormwater Review Retainer at the time of submittal.) In some cases, there are additional retainers required for preliminary stormwater meetings and wetland verifications.
4. If any stormwater retainers are required, a \$120.00 Stormwater Management Deposit Processing Fee is required.
5. Six (6) copies of Civil Plans on 24"x36" paper
6. One (1) copy Landscape Plan
7. Once (1) copy of Paved Area Photometric Plan
8. Once (1) copy of estimate of cost for all civil site work including, but not limited to; demolition, earthwork, site utilities, paving, stormwater facilities and paved area lighting
9. One (1) copy of estimate of cost for public improvements proposed (when applicable)
10. One (1) copy of the tabbed stormwater report
11. One (1) copy of the DuPage County Stormwater Management Certification Application filled out and signed by all appropriate parties.

All of the items above shall also be submitted to the Engineering Services Department in an electronic PDF format. A file share site link can be requested for the electronic submission.

**ATTESTATION, ACKNOWLEDGMENT & SIGNATURE**

I attest, to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true and accurate. In addition, to the best of my knowledge and belief, the proposed land improvements sought by this application complies with all applicable provisions of the Village Code and DuPage County Stormwater and Floodplain Ordinance.

This is an application only. Completion of this application does NOT entitle the applicant to commence construction. I, the applicant, agree to conform to all applicable laws of the Village. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the Village for any claim against the Village as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I, the undersigned, am the duly authorized and contracted representative of owner of the property being improved or am owner of the property being improved.

Signature of Applicant:	Date:
Printed Name of Applicant:	Title:

**Village of Carol Stream**  
**500 N Gary Avenue**  
**Carol Stream, IL 60188**

**Engineering Services Department**  
630 871-6220  
engineeringervices@carolstream.org

**\*\*FOR ADMINISTRATIVE USE ONLY\*\***

Date Application Was Submitted:

Permit Application Is:       Approved     Not Approved

Date Application Was Approved:

Application Approved By:

**\*\*FOR ADMINISTRATIVE USE ONLY\*\***

**FEES, DEPOSITS AND SECURITIES (NOT ALL APPLICABLE)**

<b>Applicable</b>	<b>Fee or Security Type</b>	<b>Amount</b>	<b>Date Received</b>	<b>Check/Bond/LOC Number</b>
	Preliminary Engineering Review Fee(1)	\$2,500.00		
	Stormwater Management Deposit Processing Fee (2)	\$120.00		
	Stormwater Management Review Deposit (2)			
	Preliminary Stormwater Meeting Deposit (2)	\$1,200.00		
	Wetland Verification Deposit (2)	\$700.00		
	Final Engineering Review and Inspection Fee (3) (2.5% - 3% of EOPC)			
	Stormwater/Erosion Control Security (3) (110% of EOPC)			
	Public Preservation Security(4)			
	Public Improvements Security(4) (110% of EOPC)			
	As Built Security(5)	\$5,000.00		
	Fee In Lieu – PCBMP (4) (\$500.00/1000 SF)			
	Wetland Banking (4) (\$175,000.00/1 Acre)			

- (1) Required at the time of first submittal.
- (2) May be required at the time of first submittal based on the scope of the project.
- (3) Required prior to Land Improvement Permit approval.
- (4) May be required prior to Land Improvement Permit approval based on the project scope.
- (5) Required prior to the issuance of a certificate of occupancy by the Community Development Department.