



Community Development Department

Application for Review of Temporary Buildings, Structures or Uses

communitydevelopment@carolstream.org • (630) 871-6230

In accordance with §16-8-3(I)(3) of the Unified Development Ordinance, the Community Development Director may authorize the temporary use of a building, structure or property for a building, structure or use that does not otherwise conform with certain Zoning Code regulations, provided that such use will not have an adverse impact on surrounding properties or the public health, safety and general welfare, and provided that such use shall not exceed a period of six (6) months. To enable the Village to review your request, please submit **three (3) sets of the following information in one (1) complete package:**

1. **Written Request** – A written description of the specific nature of the building, structure or use, including the proposed duration that the building, structure or use will be in operation, the purpose of the building, structure or use, the hours of operation of the building, structure or use, and any other pertinent information. A written description of the parking and traffic impacts, if any, and the efforts to mitigate such impacts, should be included.
2. **Plat of Survey or Site Plan** – Plat or plans must show the entire property and illustrate the location and dimensions of the temporary building, structure or use. Design plans or manufacturer’s product information may be required depending on the nature of the use.
3. **Property Owner Authorization** – Written authorization from the owner of the property in which owner specifically authorizes the temporary building, structure or use. Such written authorization shall make reference to the specific terms of the use, as proposed.
4. **Application Fee** – **\$120**, due at the time application is submitted to the Village.
5. **Contact Information** – Please provide the contact information requested below.

Property Owner Information

DATE RECEIVED BY VILLAGE: _____

Name: _____ Address: _____
 E-mail: _____
 Phone: _____ Cellular: _____

Operator of Temporary Building, Structure or Use (if different than Owner)

Name: _____ Address: _____
 E-mail: _____
 Phone: _____ Cellular: _____

For Office Use Only

Written Request (initial if received) _____	Owner Consent (initial if received) _____		
Survey/Site Plan (initial if received) _____	Application Fee (initial if received) _____		
	Approved	Denied	Comments/Conditions Attached?
Fire Protection District			
Village Engineer			
Community Development Director			