

Village of Carol Stream

Courtesy Review Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Courtesy Review process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

1. The following items are required for a complete Courtesy Review application:
 - One signed and dated General Application (Form A);
 - A brief description of the project and any other information necessary to communicate the scope, intent and impacts of the project.
 - Plans and associated documents are required to be saved as pdf or zip files to the Village's file sharing system. Please visit the Community Development Department Section of the Village website, or check with Community Development Department staff for access to the Village's file sharing system.
2. The Community Development Director will receive and review the Courtesy Review submittal and place it on the agenda of upcoming Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board meetings.
3. The PC/ZBA meets on the second and fourth Monday of the month at 6:00 p.m. in the Board Room at Village Hall. **The applicant or a representative is required to make a presentation regarding the project to the PC/ZBA.**
4. The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. **The applicant or a representative is required to make a presentation regarding the project to the Village Board.**
5. The PC/ZBA and Village Board will review Courtesy Review projects and may offer informal feedback, however, no comment offered shall be construed as a binding decision.

If you have any questions regarding the Courtesy Review process, please contact the Community Development Department.

Phone: (630) 871-6230 Fax: (630) 665-1064

E-mail: communitydevelopment@carolstream.org

Website: www.carolstream.org