

# Village of Carol Stream

## Development Staff Review Process



**NOTICE TO APPLICANTS:** The Development Staff Review process provides an opportunity for a developer or property owner to receive feedback from various Village staff regarding technical, code-related requirements pertaining to a potential development. This informational handout has been prepared to assist you through the Development Staff Review process. 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 Development Staff Review application:
  - A cover letter addressed to the Community Development Department in which you introduce yourself, indicate your relationship to the project or property, and explain the details of the proposal;
  - Eight full sized (**folded**) and one legible reduced 11 x 17 inch Plan(s). It is understood that a Plan may not necessarily contain a high level of detail; however, the more information that is provided, the greater the Village staff's ability will be to provide meaningful feedback regarding the submittal;
  - Any other plans or information that you may wish to submit for review and comment, such as building elevations, floor plans, landscape plans, a business plan, etc;
  - 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.
  - One signed and dated General Application (Form A);
  - Development Staff Review Application Fee: **\$640.00**.
2. The Community Development Department will distribute the submittal to various Village Departments and agencies for an approximate two-week review. An internal comment response deadline will be established.
3. The Community Development Department will summarize the comments in a letter addressed to the applicant. Applicants can expect to receive a commentary letter within three to four weeks from the date of the Concept Plan submittal to the Village. Correspondence will be sent via e-mail so please be sure to provide a valid e-mail address in your cover letter.
4. Upon receipt of the Development Staff Review commentary letter, the applicant can request a follow-up meeting with Village staff, or revised plans can be submitted for further review.

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

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

**E-mail: [communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org)**

**Website: [www.carolstream.org](http://www.carolstream.org)**