

*Village of Carol Stream*  
**Gary & North Avenue Corridor Overlay  
Districts - Review Process**



**NOTICE TO APPLICANTS:** This informational handout has been prepared to assist applicants through the Gary & North Avenue Corridor Review process. Please note that the Gary & North Avenue Corridor Regulations contain specific Site and Architectural Design guidelines and requirements, and so applicants should refer to the Gary & North Avenue Corridor Overlay Districts Regulations [Sections 16-8-4(D), 16-8-4(J), and 16-5-16 in the Unified Development Ordinance (UDO)] in preparing the required plans. 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 Gary and North Avenue Corridor Review application:
  - One signed and dated General Application (Form A);
  - Plat of Survey with Legal Description;
  - Eight full sized copies (24 x 36 inch) and one reduced copy (11 x 17 inch) of the Site Plan depicting existing structures, proposed structures, building additions, parking, and the setbacks from lot lines to such improvements. The Site Plan should be fully dimensioned and must be drawn to scale;
  - Eight full sized copies and one reduced copy of the Landscape Plan prepared by a Landscape Architect;
  - Eight full sized copies and one reduced copy of the building elevations. A color building rendering should be provided for review by the Plan Commission/Zoning Board of Appeals (PC/ZBA) in advance of the PC/ZBA meeting, but need not be included with the initial submittal;
  - A cover letter addressed to the PC/ZBA introducing yourself and explaining the details of the proposed project;
  - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, insurance policy or deed. Property owner consent letters need to be notarized by a registered Notary Public;
  - 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;
  - Application fees:
    - \$ 500 for a new or replacement ground or pole sign
    - \$ 500 for one discipline (site design, architecture or landscaping)
    - \$ 1,000 for two disciplines
    - \$ 1,500 for three disciplines or an entirely new development

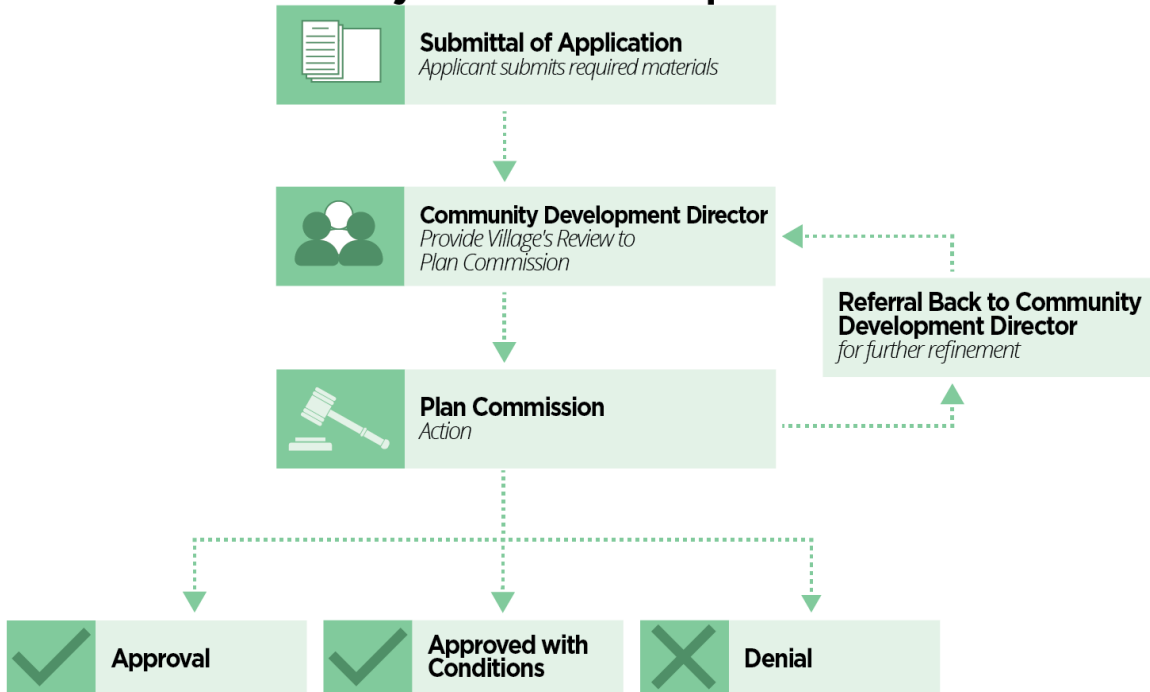
**Note:** All plans must be drawn to scale and be folded, and all paperwork must be typed or hand written legibly.

**Note:** Applicants of the Village's Gary & North Avenue Corridor Overlay Districts - Review process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Natural Resource Inventory (NRI) Report. Please consult Kane-DuPage Soil & Water Conservation District's website at <https://kanedupageswcd.org/kd/natural-resource-inventory> and click on "Natural Resource Inventory (NRI) Application", or call KDSWCD at 630/584-7960.

2. Village staff will review the Gary & North Avenue Corridor submittal and provide comments to the applicant. The applicant may need to revise the plans depending on the review comments generated.
3. The application, cover letter, plans and staff report are transmitted to the PC/ZBA. The applicant will receive a copy of the staff report **by e-mail** on the Friday prior to the Monday evening meeting.
4. The PC/ZBA holds the public meeting for the Gary & North Avenue Corridor Review on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the proposal to the PC/ZBA.**
5. The order of business for the Public Meeting is as follows:
  - a. PC/ZBA Chairman will announce the agenda item
  - b. Applicant will step forward to the podium and will be sworn in**
  - c. Applicant will give presentation**
  - d. Public testimony may be accepted
  - e. Rebuttal and summarization by applicant**
  - f. Staff presentation
  - g. PC/ZBA questions and discussion
  - h. Motion made by PC/ZBA
  - i. PC/ZBA vote
6. For Gary Avenue & North Avenue Corridor Review, the PC/ZBA renders the final decision, with no action by the Village Board necessary. The PC/ZBA can vote to approve the plans, approve the plans with conditions, deny the plans or recommend certain revisions and continue the case to a future meeting for further review. For applications including requests for other zoning approvals, a final vote by the Village Board may be required.

7. Figure 16-8-4(J) summarizes sections 1 through 6 of this process guide.

## 16-8-4(J) Gary Avenue Corridor and North Avenue Corridor Overlay District Development Review



**If you have any questions regarding the Gary and North Avenue Corridor Review process, please contact the Community Development Department.**

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

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

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

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