

Village of Carol Stream

Planned Development Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Planned Development (PD) 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 PD application:
 - One signed and dated General Application (Form A);
 - For applications seeking approval of a Preliminary PD Plan, one completed Special Use Application (Form C);
 - Plat of Survey with Legal Description;
 - Eight full sized copies and one reduced 11 x 17 inch copy of the Preliminary, Preliminary/Final or Final PD Plan depicting existing structures, proposed structures, building additions, parking spaces, and setbacks from lot lines to such improvements. For other information required on a PD Plan, please consult Section 16-7 of the Unified Development Ordinance (UDO). The PD Plan should be fully dimensioned and must be drawn to scale;
 - Eight full sized copies and one reduced 11 x 17 inch copy of the Landscape Plan depicting the type, location, number and size of the proposed landscape materials to be installed throughout the development. Landscaping standards are contained within Section 16-5-6 of the UDO;
 - Eight full sized copies and one reduced 11 x 17 inch copy of the building elevations. The elevations should clearly indicate the proposed building materials, the color of the building materials and the height of the structure(s);
 - Eight full sized copies and one reduced 11 x 17 inch copy of the interior floor plan;
 - Other information deemed necessary as contained in Section 16-7-5 and 16-7-6, as applicable, of the UDO;
 - Prior to submitting a formal application for a Planned Development, the applicant may be required to schedule and hold a meeting to discuss the proposed Planned Development and its impact on adjoining properties and area residents. Refer to Section 16-7-5 (a)(1)(d) for further information;

- ❑ Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
- ❑ Application fees: \$500 for a minor change to an existing PD
 \$1,000 for a major change to an existing PD
 \$1,500 for a new PD
- ❑ Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, property insurance policy bill or deed. Property owner letters of consent need to be notarized by a registered Notary Public; and
- ❑ 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.

Note: Applicants of the Village's Planned Development 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 PD submittal and provide comments to the applicant. The applicant may need to revise the plans depending on the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days prior to the public hearing.
4. The Village will send the Public Hearing Notice to all property owners of record surrounding the subject property not more than 30 days nor less than 15 days prior to the public hearing.
5. The application, supporting documentation, Public Hearing Notice and staff report are sent to the PC/ZBA prior to the meeting. The applicant will receive a copy of the staff report **by e-mail** on the Friday prior to the Monday evening meeting.
6. The PC/ZBA holds the Public Hearing regarding the application for PDs 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.**
7. The order of business for a Public Hearing 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 Hearing testimony 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 and recommendation
8. The PC/ZBA recommendation will be based upon the Intent and Purpose and Standards for Review for a PD Plan contained within Section 16-7-1 and 16-7-3 of the UDO.
9. The PC/ZBA recommendation can be for approval of the PD, approval subject to conditions, denial, or the PC/ZBA can continue the case to a future meeting for further discussion. **The PC/ZBA vote serves as a recommendation only**, as the Village Board renders the final vote.
10. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of each month at 6:00 p.m. in the Board Room at the Village Hall. Depending on the nature of the request, a presentation to the Board may be required; Community Development Department staff can assist in determining whether a presentation will be necessary.

Note: If your application is for approval of a *Preliminary* PD Plan, then subsequent approval of a Final PD Plan will be necessary before the Community Development Department will be able to issue any building permits for construction. The Final PD Plan approval process is similar to the Preliminary PD process, but there are some differences in the submittal requirements. Please contact Community Development Department staff for further information regarding the application and submittal requirements for projects involving only Final PD Plan approval.

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

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

E-mail: communitydevelopment@carolstream.org

Website: www.carolstream.org