

Village of Carol Stream

Map Amendment Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Map Amendment 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 Map Amendment application:
 - One signed and dated General Application (Form A);
 - One completed Map Amendment Application (Form D-1);
 - Plat of Survey with Legal Description;
 - Cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
 - Map Amendment Application Fee: \$640.00;
 - 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.

Note: Depending on the nature of the request, conceptual site and landscape plans and building elevations may be required or beneficial in presenting your request to the PC/ZBA. Please consult with Community Development Department staff for further information. If required, eight folded full size drawings and one reduced 11 x 17 inch copy of the full size plans will need to be submitted. All plans must be drawn to scale and be folded, and all paperwork must be typed or hand written legibly.

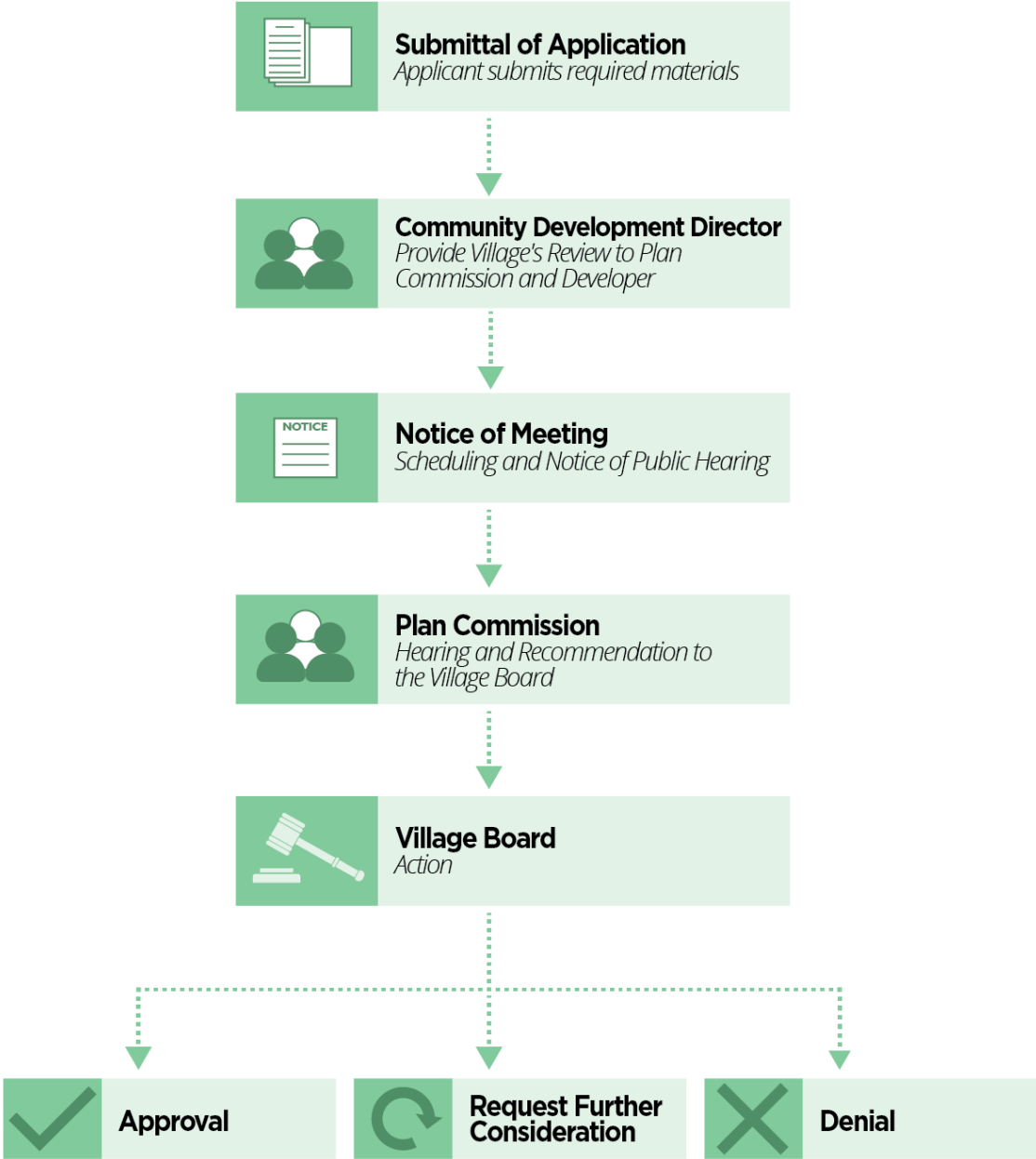
Note: Applicants of the Village's Map Amendment process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Natural Resource Inventory (NRI) Report. Please consult Kane-DuPage Soil & Water Conservation District's website at <https://kanedupageswcd.org/kd/natural-resource-inventory>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

2. Village staff will review the application for a Map Amendment and provide comments. The applicant may need to revise the application 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 the Map Amendment 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 request 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 can be for approval of the Map Amendment, denial of the Map Amendment, 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.
9. **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.

10. Figure 16-8-4(N) summarizes sections 1 through 9 of this process guide.

16-8-4(N) Map Amendment



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

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