

Village of Carol Stream

Shared Parking Facility Permit Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Shared Parking Facility Permit 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 Shared Parking Facility Permit application:
 - One signed and dated General Application (Form A);
 - A cover letter addressed to the Village Board, introducing yourself and explaining the details of your request;
 - A Shared Parking Study and other documents as detailed in Section 16-5-2 (B)(2) of the UDO, including a site plan for all properties subject to shared parking depicting existing conditions and parking spaces;
 - A copy of the executed Shared Parking Agreement;
 - Application fees: **\$500.00**
 - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, property owner insurance policy bill 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.
2. Village staff will review the Shared Parking Facility Permit submittal and provide comments. The applicant may need to revise the plans depending on the review comments generated.
3. The application, supporting documentation, and staff report are sent to the Village Board prior to the meeting. The applicant will also receive a copy of the staff report **by e-mail** on the Friday prior to the Monday evening meeting.
4. **The applicant is required to attend the Village Board meeting during which the request will be reviewed and given a final vote.** 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. Depending on the nature of the request, a presentation may be required; Community Development Department staff can assist in determining whether a presentation will be necessary.

If you have any questions regarding the Shared Parking Permit process, please contact the Community Development Department.

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

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Website: www.carolstream.org

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