

Village of Carol Stream

Site Plan Review Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Site Plan Review 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 Site Plan Review application:
 - One signed and dated General Application (Form A);
 - Plat of Survey with Legal Description;
 - Other plans as specified in Section 16-8-3(F)(2) of the UDO;
 - Application fees: **\$640 for Site Plan Review**
 - 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 Site Plan 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. The Community Development Director shall:
 - a. Review and evaluate the application in accordance with the UDO and any other relevant information;
 - b. Advise the applicant, in writing, of required and recommended revisions to the plans and application;
 - c. Render an approval, approval with conditions, or denial of the application, in writing to the applicant.

3. Any applicant who receives a notice of denial as an outcome from the Community Development Director may, within thirty (30) days after receipt of notice of such decision, appeal such decision to the Plan Commission/Zoning Board of Appeals by filling a written notice of appeal with the Community Development Director with an explanation as to why said decision was not warranted according to the applicant.

**If you have any questions regarding the Site Plan Review 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