Village of Carol Stream Special Use Permit Process

1.



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Special Use process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

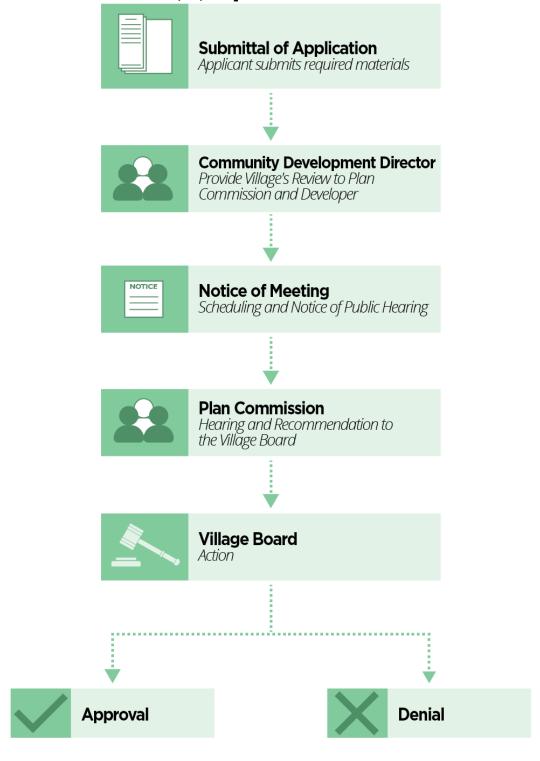
The following items are required for a complete Special Use application:	
	One signed and dated General Application (Form A);
	One completed Special Use Application (Form C);
	Plat of Survey with Legal Description;
	Eight full sized copies and one reduced 11 x 17 inch copy of a Site Plan depicting existing structures, proposed structures, building additions, parking spaces, and the setbacks from lot lines to such improvements. The Site Plan should be fully dimensioned and <u>must</u> be drawn to scale;
	Cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
	Application fees: \$800.00 for the first Special Use, (\$200 for each additional Special Use for same property) \$800.00 for an Amendment to an existing Special Use
	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.
	Note to commercial, industrial or multi-family applicants: Landscape Plans, Building Elevations and Floor Plans may be required. Please check with Community Development Department staff to verify. If required, eight folded full size plans, drawn to scale, must be submitted, along with one legible 11 x 17 inch reduced copy of each plan.
	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 Special Use Permit 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 Special Use Permit submittal and provide comments. 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 also 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 a Special Use Permit 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 vote will be based upon the standards for a Special Use Permit contained within Section 16-8-4(L) of the Unified Development Ordinance (UDO).
- 9. The PC/ZBA recommendation can be for approval of the Special Use, 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 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.

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

16-8-4(L) Special Use Permit



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

Phone: (630) 871-6230 or Fax: (630) 665-1064 E-mail: carolstream.org

Website: www.carolstream.org