

# Village of Carol Stream

## Staff Adjustment Process



**NOTICE TO APPLICANTS:** This informational handout has been prepared to assist applicants through the Staff Adjustment 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 Staff Adjustment application:
  - One signed and dated General Application (Form A);
  - One completed Staff Adjustment Application (Form E);
  - Plat of Survey with Legal Description, fully dimensioned, showing all existing and proposed improvements;
  - A cover letter introducing yourself and explaining the details of your request;
  - Application fees: **\$240**;
  - Plans and other 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. The Community Development Director will review the Staff Adjustment application and approve, approve with conditions, or deny the application based on review criteria from Form E and found Section 16-8-3 (E)(3) of the UDO. A written decision including the findings on the review criteria shall be provided to the applicant. An applicant whose application for staff adjustment is denied may apply for a variation in accordance with Section 16-8-4 (A)(5) of the UDO.

**If you have any questions regarding the Staff Adjustment process,  
please contact the Community Development Department.**

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

**E-mail: [communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org)**

**Website: [www.carolstream.org](http://www.carolstream.org)**