

Village of Carol Stream

Subdivision Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Subdivision 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 Subdivision application:
 - One signed and dated General Application (Form A);
 - Plat of Survey with Legal Description;
 - A cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
 - Preliminary or Final Subdivision Plat. Eight folded full sized copies and one legible 11 x 17 inch reduced reproducible copy are required
 - For **major subdivisions**, a Preliminary **and** a Final Plat are required
 - For **minor subdivisions**, **only** the Final Plat is required. Upon request by the developer, the Preliminary Plat process may also be followed;
 - Application fees: **\$400** for a Minor Plat of Subdivision
\$700 for a Major Plat of Subdivision
 - Additional plans and documentation as stipulated in Section 16-8-4 (O) of the UDO
 - 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.

Note: Applicants of the Village's Subdivision 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.

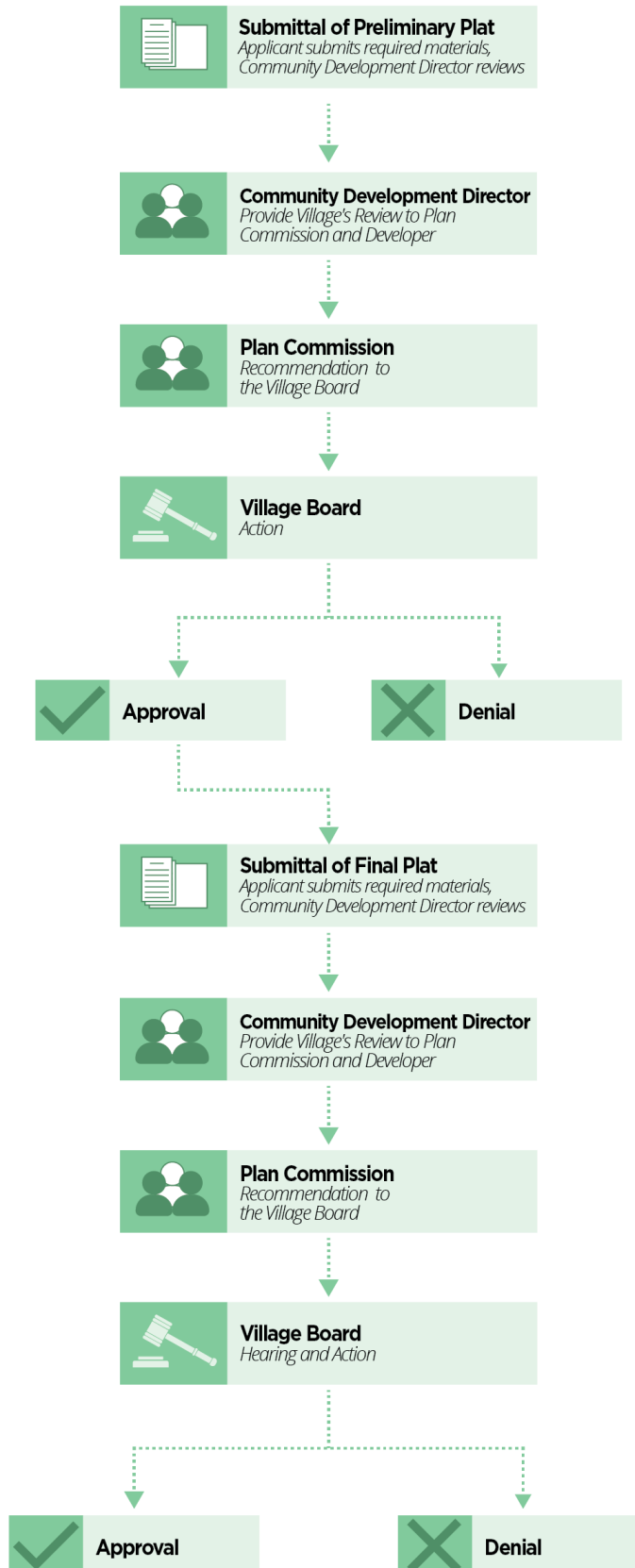
2. Village staff will review the Subdivision Plat submittal and provide comments. The applicant may need to revise the Plat depending on the review comments generated. Some of the most common comments regarding Subdivision Plats include:

- a. Improper or missing plat certificates;
 - b. Failure to leave a clear space (3 by 5 inch) in the upper right hand corner of the plat for future placement of the DuPage County Recorder's stamp;
 - c. Failure to include the P.I.N. and common address for the property.
3. The application, supporting documentation 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.
 4. The PC/ZBA meeting is held on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at Village Hall. **The applicant or a representative is required to make a presentation regarding the request to the PC/ZBA.**
 5. The order of business for the presentation 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 comment may be 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
 6. The PC/ZBA will review the Subdivision Plat and will make a recommendation as to whether the Plat meets minimum Village requirements as found in the UDO.
 7. The PC/ZBA recommendation can be for approval of the Subdivision Plat, approval subject to conditions, denial of the Plat, 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.
 8. **The Subdivision application will not be transmitted to the Village Board for a final vote until the Engineering Services Department has determined that the Plat is in conformance with the Village's Subdivision Standards and the DuPage County Stormwater Management Ordinance.** Please contact the Engineering Services Department at (630) 871-6220 for further information.
 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 the month at 6:00 p.m. in the Board Room at 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. After Village Board approval, **the applicant must submit an original Mylar copy of the Plat, with all signatures complete other than those of the Village officials and the DuPage County Recorder.** The Clerk's Office will obtain the signatures of the Village officials and will arrange for recording of the Plat at the DuPage

County Recorder's Office. It is the applicant's responsibility to pay all fees associated with the recording of the plat and accompanying documents.

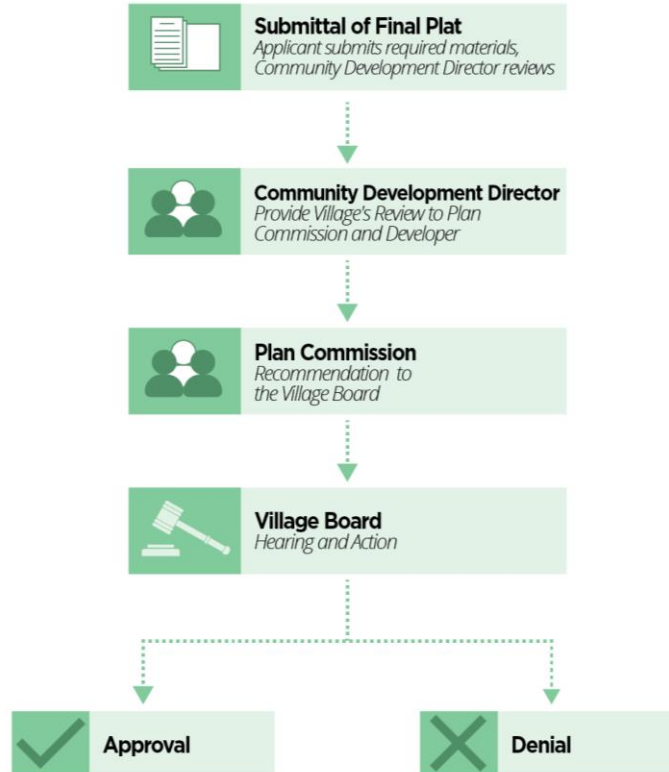
11. Figure 16-8-4(O)(1)(a) summarizes sections 1 through 10 of this process guide.

16-8-4(O)(1)(a) Subdivision - Major Subdivision



12. **Figure 16-8-4(O)(1)(b) summarizes sections 1 through 10 of this process guide.**

16-8-4(O)(1)(b) Subdivision - Minor Subdivision



**If you have any questions regarding the Subdivision 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