

Village of Carol Stream

Temporary Waiver to the Code of Ordinances Process



NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Temporary Waiver to the Code of Ordinances (TWCO) 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 TWCO 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;
 - Plans and information detailing the request;
 - Application fees: **\$120**;
 - 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. 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.
3. **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.

**If you have any questions regarding the 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**