

# Village of Carol Stream

## Text Amendment Process



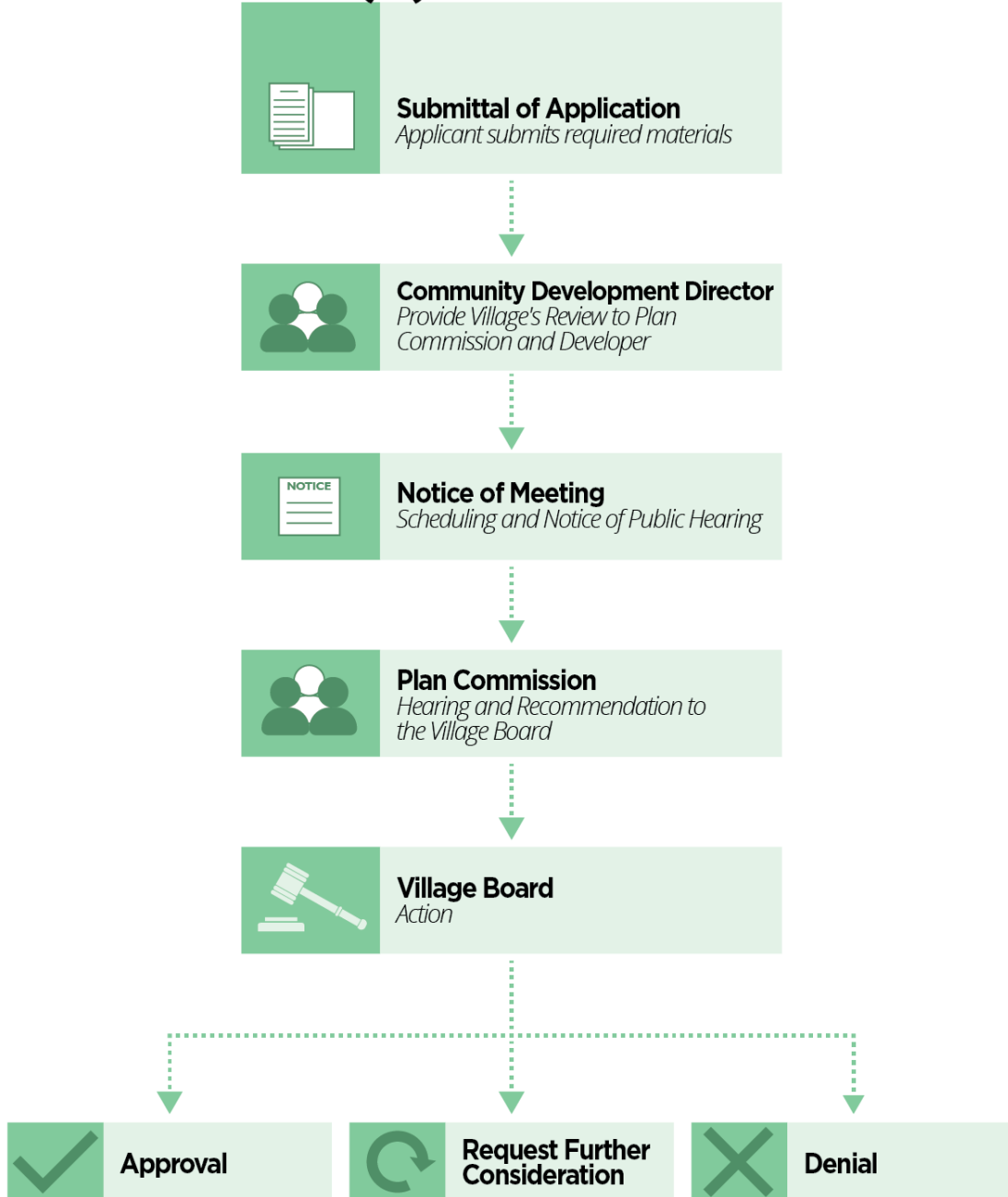
**NOTICE TO APPLICANTS:** This informational handout has been prepared to assist applicants through the Text Amendment process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

1. The following items are required for a complete Text Amendment application:
  - One signed and dated General Application (Form A);
  - One completed Text Amendment Application (Form D-2)
  - Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
  - Text Amendment Application Fee: **\$640.00**;
2. Village staff will review the Text Amendment 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 application, supporting documentation, Public Hearing Notice 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.
5. The PC/ZBA holds the Public Hearing regarding the application for a Text Amendment 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.**
6. 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
7. The PC/ZBA recommendation can be for approval of the Text Amendment, denial of the Text Amendment, 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 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.

9. Figure 16-8-4(M) summarizes sections 1 through 8 of this process guide.

## 16-8-4(M) Text Amendment



**If you have any questions regarding the Text Amendment 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)**