

Village of Carol Stream

Variation Process



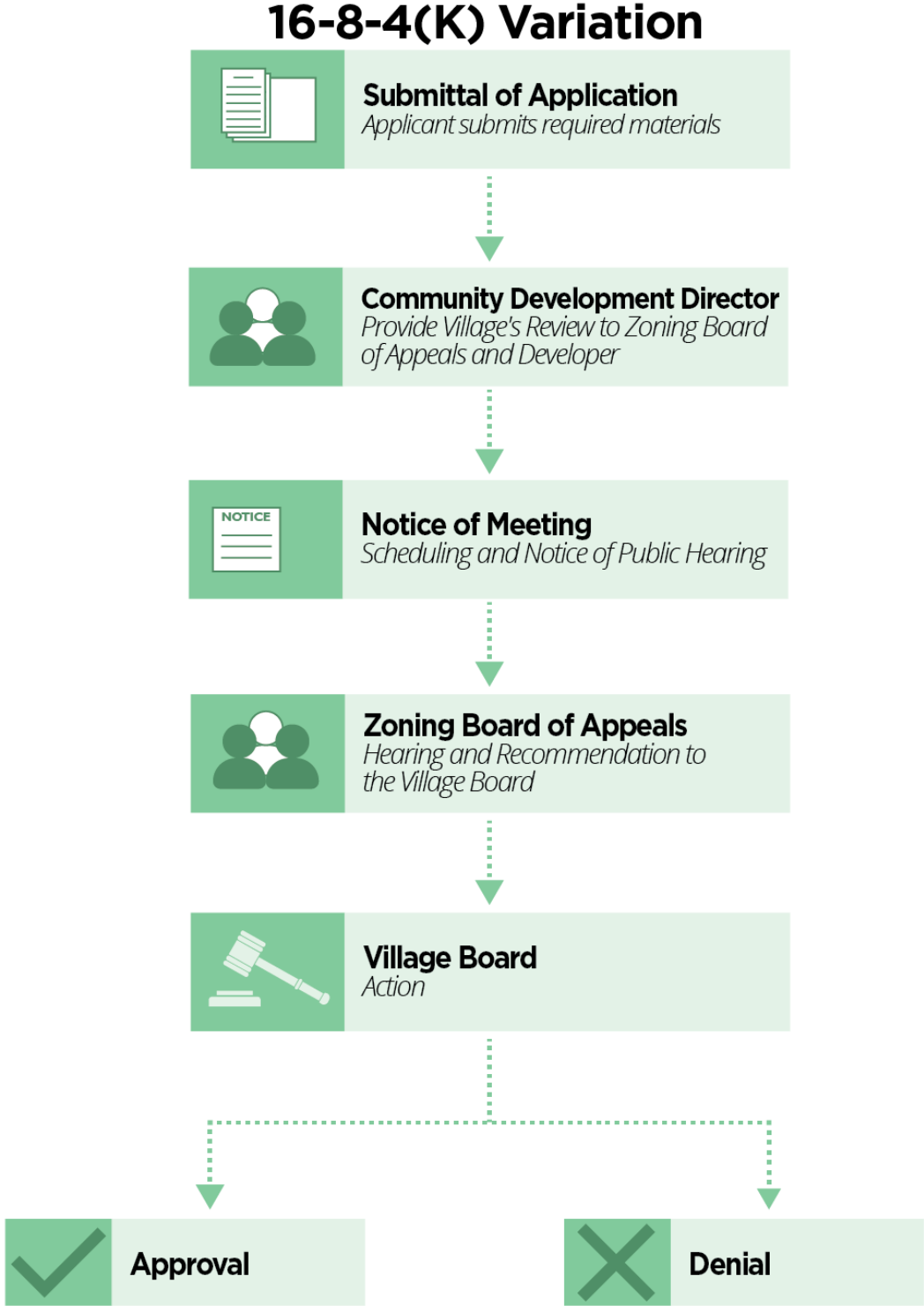
NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Variation process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

1. The following items are required for a complete Variation application:
 - One signed and dated General Application (Form A);
 - One completed Variation Application specific to the request (Zoning Code Variation – Form B-1, Sign Code Variation – Form B-2, Fence Code Variation – Form B-3);
 - One reduced copy (11 x 17 inch) of a Site Plan or Plat of Survey **for residential requests** depicting existing structures, proposed structures, additions, signs or fences, and the setbacks from lot lines to such improvements. The Site Plan or Plat of Survey must be drawn to scale. **For commercial, industrial, or multi-family requests**, eight full size site plans are required in addition to the 11 x 17 inch reduced site 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.
 - Plat of Survey with Legal Description;
 - Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
 - Application fees: **\$640.00** for the first Variation for the property (**\$200.00** for each additional Variation for same property);
 - 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 letters of consent need to be notarized by a registered Notary Public.

Note to commercial, industrial or multi-family applicants: Landscape Plans, Building Elevations, Sign Plans or Floor Plans may be required depending on the nature of the requested variation. 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.

2. Village staff will review the Variation application and provide comments. The applicant may need to revise the plans depending on the nature of the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days or 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 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 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.**
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 will review Variation requests based upon the findings of fact contained within the Unified Development Ordinance
9. The PC/ZBA recommendation can be for approval of the Variation, approval subject to conditions, denial, or they can continue the case to a future meeting.
 - a. The PC/ZBA vote constitutes a recommendation only, as the Village Board renders the final decision.
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(K) summarizes sections 1 through 10 of this process guide.



**If you have any questions regarding the Variation process,
please contact the Community Development Department.
Phone: (630) 871-6230 Fax: (630) 665-1064
E-mail: communitydevelopment@carolstream.org
Website: www.carolstream.org**