

Village of Carol Stream

COMMUNITY DEVELOPMENT DEPARTMENT

500 N. Gary Avenue ▪ Carol Stream, IL 60188

Phone 630.871.6230 ▪ Fax 630.665.1064

e-mail: communitydevelopment@carolstream.org ▪ website: www.carolstream.org

GENERAL APPLICATION for PUBLIC HEARINGS and DEVELOPMENT APPROVAL REQUESTS

This packet has been designed to provide general information to assist applicants through the public hearing and development review processes of the Village of Carol Stream. To avoid delays during the process, it is suggested that applicants closely read the enclosed materials and contact the Community Development Department with any questions that may arise.

In addition to this General Application packet, which includes the General Application (Form A) required for all requests, applicants should also obtain the process handout(s) and additional application form(s) specific to their request(s). The process handouts provide detailed information regarding the application submittal requirements; the staff review process, and the Plan Commission/Zoning Board of Appeals and Village Board approval process. This application form, and the specific process applications and handouts, are available at the Community Development Department customer service counter, and are also available on the Village's website (address above) under the "Community Development Department" and "Planning, Development Review & Plan Commission/Zoning Board of Appeals" section in the drop down menu.

Applicants are encouraged to review the sections of the Unified Development Ordinance that may be applicable to their application. The UDO contains detailed information that is useful and often necessary to formulate a complete and successful application. In addition, the UDO indicates the public improvements that may be required.

Applicants with questions about the procedures, ordinances or requirements of the Village of Carol Stream may contact the individuals listed below at the e-mail addresses that are shown, or at the phone number listed above.

Don Bastian, AICP, Community Development Director:

dbastian@carolstream.org

Tom Farace, AICP, Planning & Economic Development Manager:

tfarace@carolstream.org



Do Not Write in This Space

Date Submitted: _____

Fee Submitted: _____

File Number: _____

Meeting Date: _____

Public Hearing Required: _____

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FORM A

**GENERAL APPLICATION
PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Applicant _____ Phone _____

Address _____

E-Mail Address _____

Property Owner _____ Phone _____

(required if other than applicant)

Address _____

E-Mail Address _____

Attorney _____ Phone _____

(if represented)

Address _____

E-Mail Address _____

Architect _____ Phone _____

(if applicable)

Address _____

E-Mail Address _____

2. *Common Address/Location of Property _____

3. Requested Action: *(check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Special Use Permit (requires Form C) |
| <input type="checkbox"/> Courtesy Review | <input type="checkbox"/> Staff Adjustment (requires Form E) |
| <input type="checkbox"/> Development Staff Review | <input type="checkbox"/> Subdivision – Minor/Major |
| <input type="checkbox"/> Gary/North Avenue Corridor Review | <input type="checkbox"/> Temporary Waiver/Code of Ordinances |
| <input type="checkbox"/> Planned Development (requires Form H) | <input type="checkbox"/> Text Amendment (requires Form D2) |
| <input type="checkbox"/> Map Amendment (requires Form D-1) | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Shared Parking Facility | <input type="checkbox"/> Variation – Sign (requires Form B-2) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Variation – Fence (requires Form B-3) |

4. Describe requested action _____

5. Fee Schedule: *(Check all that apply)* Total Application Fee: \$ _____

Annexation approvals:	
New development	\$2,000
Other	\$800
Annexation Agreement Amendment	\$800
Appearance fee for approvals required by the UDO but not listed herein	\$500
Courtesy Review	\$240
Development Staff Review	\$640
Easement Encroachment	\$300
Gary/North Avenue Corridor Review:	
New or replacement monument sign	\$500
One discipline (site design, architecture or landscaping)	\$500
Two disciplines	\$1,000
Three disciplines	\$1,500
New development	\$1,500
Outdoor Dining Permit	\$120
Planned Development:	
Existing Planned Development, minor change	\$500
Existing Planned Development, major change	\$1,000
New Planned Development	\$1,500
Rezoning (Zoning Map Amendment)	\$640
Shared Parking Facility Permit	\$500
Site Plan Review	\$640
Special Use:	
First	\$800
Each additional	\$200
Special Use Amendment	\$800
Staff Adjustment	\$240
Subdivision:	

	Major	\$700
	Minor	\$400
	Temporary Building, Structure or Use	\$120
	Temporary Waiver to the Code of Ordinances	\$120
	Text Amendment:	
	Building Codes	\$240
	Unified Development Ordinance	\$640
	Variation:	
	First	\$640
	Each additional	\$200
	Zoning verification letter	\$80

6. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements that relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

In recognition of the time and expense involved in the preparation of final engineering design documents for projects involving new construction and/or land development, and in view of the uncertainty of ultimate project approval by the Village Board, the Village does not require final engineering design drawings to be submitted with most applications for public hearings and development approval requests. However, it is the applicant's responsibility to provide sufficient plan detail to demonstrate the overall feasibility of the project design, to include preliminary grading, stormwater management calculations and utility configuration, prior to the application being scheduled for a public hearing before the Plan Commission. Following project approval by the Village Board, the applicant accepts that during final engineering review, it may be determined that revisions to the overall project design are necessary, which may require plan revisions and additional costs to the applicant.

Print Name

Signature

Date

Revised 10/24