

Village of Carol Stream

Easement Encroachment Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Easement Encroachment Process. Incomplete applications will not be accepted.

1. The following items will need to be submitted for a complete application:
 - One signed and dated Easement Encroachment Application (Form F);
 - Application fee: \$100.00 (payable to the Village of Carol Stream);
 - Plat of Survey with legal description depicting the location of all structures on the property including setbacks from property lines. The structure or proposed structure that is the subject of the easement encroachment application also needs to be shown on the Plat, with dimensions provided. The easement that the applicant is requesting to encroach within shall be clearly labeled on the Plat;
 - A cover letter addressed to the Mayor and Village Board of Trustees introducing yourself and explaining the details of the request. The cover letter should include a justification of the necessity to encroach within the easement as opposed to placing the structure elsewhere on the property. The letter should demonstrate that all other options have been considered and rejected as unreasonable;
 - For requests involving Public Utility Easements** – If the easement being encroached upon is a public utility easement, you will need to provide the Village with letters from each of the four utility companies (ComEd, NICOR, Ameritech and Comcast) in which they indicate no objection to your request. You will need to state your request in writing to the utility companies (addresses are provided on the attached sheet). A copy of the letters you send to the utility companies must be included with your application. It usually takes approximately six to eight weeks for the utility companies to respond, so your application will be put on hold until you have received all four letters from the utility companies. Once you have received the letters from the utility companies, submit copies of the letters to the Community Development Department. Staff will then begin processing your application as indicated below.
2. Once the required application materials and fee are submitted to the Community Development Department, the applicant will be mailed a copy of the Terms of Approval Letter. The Terms of Approval Letter must be signed, copied for your own records, and returned to the Community Development Department prior to your request being scheduled for Village Board consideration.

3. Community Development Department staff will transmit your Plat of Survey to the Director of Engineering Services and Public Works Director for their review and comment.
4. Once the Director of Engineering Services and Public Works Director have provided their written commentary to the Community Development Department, staff will prepare a memo to the Village Manager asking that your request be placed on an upcoming Village Board agenda. This will not be done until the signed Terms of Approval Letter has been returned to the Community Development Department.
5. The request will be placed on a Village Board agenda. Community Development Department staff will notify you of the date of the meeting. Meetings are held on the first and third Monday of each month at 8:00 p.m. in the Village Board room in the Village Hall. The applicant will need to be present to answer any questions that the Board members may have.

If the Village Board approves your request, please remember that you still must obtain a building permit for the structure.

**If you have any questions regarding the Easement Encroachment Process,
please contact the Community Development Department.**

Phone: (630) 871-6230 or Fax: (630) 665-1064

E-mail: comdevelop@carolstream.org

UTILITY NOTIFICATION FOR EASEMENT ENCROACHMENT

Commonwealth Edison
Western Division
1N423 Swift Road
P. O. Box 278
Lombard, Illinois 60148-0278

Northern Illinois Gas 630-388-2976
Attention Pam Rife
1844 Ferry Rd.
Naperville, Illinois 60563

AT&T 630-462-8282
Attn: Jackie Frost
929 Childs
Wheaton, IL. 60187

Comcast 630-600-6352
Attn: Martha Gieras
688 Industrial Drive
Elmhurst, Illinois 60126

*** All requests for approval of an Easement Encroachment within a Public Utility Easement must be accompanied by written approval from each of the above listed utility companies before the Village Board will consider the request.

Do Not Write in This Space

Date Submitted: _____

Fee Paid: _____

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188

630/871-6230 • FAX 630/665-1064

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

FORM F

EASEMENT ENCROACHMENT APPLICATION

1. Name of Applicant _____ Phone _____
Address _____ Fax _____
Name of Owner _____ Phone _____
(required if other than applicant)
Address _____ Fax _____

2. Common Address/Location of Property _____

3. Please indicate the type and size (provide dimensions) of the structure that is the subject of this application.

4. Please indicate the type of easement into which you are requesting to encroach upon (public utility, drainage or both).

5. Please explain the background of your request for approval to allow a structure to encroach within an easement.

6. Have you explored other options as opposed to locating the structure in the easement? For example, have you considered moving the object out of the easement if it is an existing structure?

7. Petitioner Certification

I have received a copy of the easement encroachment process handout. I understand that prior to this request being forwarded to the Village Board for a final decision, I must sign and return to the Village the Terms of Approval letter. I will be informed of the time and date of the Village Board meeting at which my request will be decided, and my attendance at this meeting is required.

Print Name

Signature

Date