

Village of Carol Stream

Executive Development Committee Review Process

NOTICE TO APPLICANTS: The Executive Development Committee Review process provides an opportunity for a developer or property owner to receive informal feedback from the Mayor and Village Trustees, Plan Commission/Zoning Board of Appeals members and development review staff regarding a development proposal. This informational handout has been prepared to assist you through the Executive Development Committee Review process. 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 Executive Development Committee Review application:
 - ❑ Cover letter addressed to the Executive Development Committee introducing yourself and explaining the details of your proposal;
 - ❑ 18 full sized or one legible reduced 11" x 17" site plan. The plan should provide enough detail to clearly illustrate the intent of the proposal. Plans should be drawn to scale and folded.
2. Community Development Department staff will review the initial site plan and may recommend certain revisions. If the applicant so chooses, they can resubmit a plan that has been revised in accordance with staff's recommendations to be distributed to the Executive Development Committee.
3. The plan will be distributed to the Mayor and Village Trustees, Plan Commission/Zoning Board of Appeals members, Village Manager, Village Engineer and Community Development Department staff for review and comment. A deadline (approximately two weeks) will be set for all review commentary to be returned to Community Development Department staff.
4. Depending on the nature of the feedback, an Executive Development Committee Review meeting may be scheduled to discuss the proposal in more detail. **The applicant must attend the meeting and make a brief presentation regarding the proposal.** Community Development Department staff will contact the applicant with further information regarding the time and place of the meeting.

If you have any questions regarding the Executive Development Committee Review process, please contact the Community Development Department.
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