

# Village of Carol Stream

## COMMUNITY DEVELOPMENT DEPARTMENT

500 N. Gary Avenue ▪ Carol Stream, IL 60188

630.871.6230 ▪ FAX 630.665.1064

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### PLAN COMMISSION / ZONING BOARD OF APPEALS GENERAL APPLICATION PACKET FOR PUBLIC HEARINGS AND OTHER REQUESTS

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

The following items are enclosed and labeled for your review:

General Application - Form A (2 pages)

Explanation of Site Plan Requirements

Applicants will also be provided with a separate handout relative to each specific development review request. The handouts provide detailed information regarding the application requirements and public hearing process.

While these items provide a basic outline of Village requirements, applicants are *encouraged* to review or purchase a copy of the Village Zoning and Subdivision Codes. These documents contain detailed information which is useful and often necessary to formulate a complete and successful application. In addition, these documents indicate what public improvements may be required.

Applicants with any questions on the procedures, ordinances or requirements of the Village of Carol Stream can contact the following individuals for assistance:

Robert J. Glees, Community Development Director..... 630.871.6230

Donald T. Bastian, Assistant Community Development Director... 630.871.6230

<b>Do Not Write in This Space</b>	
Date Submitted:	_____
Fee Paid:	_____
Hearing Date:	_____
File Number:	_____
Public Hearing:	<input type="checkbox"/>

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**FORM A**

## GENERAL APPLICATION FOR PUBLIC HEARINGS AND OTHER REQUESTS

1. Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

Name of Attorney \_\_\_\_\_ Phone \_\_\_\_\_  
 (if represented)  
 Address \_\_\_\_\_ Fax \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_  
 (required if other than applicant)  
 Address \_\_\_\_\_ Fax \_\_\_\_\_

Name of Architect \_\_\_\_\_ Phone \_\_\_\_\_  
 (if applicable)  
 Address \_\_\_\_\_ Fax \_\_\_\_\_

2. Common Address/Location of Property \_\_\_\_\_

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

_____ Annexation	_____ Gary/North Avenue Corridor Review
_____ Planned Unit Development (Preliminary)	_____ Text Amendment
_____ Planned Unit Development (Final)	_____ Variation - Fence
_____ Special Use Permit	_____ Variation - Sign
_____ Subdivision (Preliminary)	_____ Variation - Zoning
_____ Subdivision (Final)	_____ Zoning Change
	_____ Other

Describe requested action \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Attachments (check *all* items submitted)

- \_\_\_\_\_ General Application - Form A
- \_\_\_\_\_ General Variation Application - Form B-1
- \_\_\_\_\_ Sign Code Variation Application - Form B-2
- \_\_\_\_\_ Fence Code Variation Application - Form B-3
- \_\_\_\_\_ Special Use Application - Form C
- \_\_\_\_\_ Application for Development Approval - Form D
- \_\_\_\_\_ Gary/North Avenue Corridor Application - Form E
- \_\_\_\_\_ Plat of Survey with Legal Description
- \_\_\_\_\_ Site Plan\*
- \_\_\_\_\_ Landscape Plan\*
- \_\_\_\_\_ Plat of Annexation\*
- \_\_\_\_\_ Preliminary Subdivision Plat\*
- \_\_\_\_\_ Final Subdivision Plat\*
- \_\_\_\_\_ Preliminary Planned Unit Development Plan\*
- \_\_\_\_\_ Final Planned Unit Development Plan\*
- \_\_\_\_\_ Drawings of Proposed Sign\*
- \_\_\_\_\_ Horizontal Building Elevations\*
- \_\_\_\_\_ Floor Plan\*
- \_\_\_\_\_ Proof of Ownership or Written Consent From Property Owner
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Application Fee (amount) \_\_\_\_\_

\* Please submit 7 full size drawings and one legible 11" x 17" reduced reproducible copy of full size drawings. Additional copies may be required depending upon the specific application. Consult staff with any questions concerning the submittal requirements.

**All full size drawings *must be folded not rolled.***

5. Petitioner Certification

I have received a copy of the informational handout for the zoning process for which I am making an application, along with the attached information regarding the application deadlines, public hearing schedule and site plan requirements. I am familiar with those code requirements which relate to this application and I certify that this submittal is in conformance with such code(s).

I further understand that any late, incomplete or non-conforming submittal may delay scheduling of the public hearing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **VILLAGE OF CAROL STREAM SITE PLAN REQUIREMENTS**

The following information must be included on the site plan. Applicants are urged to submit their applications prior to the deadline to allow time for review and any necessary revisions. Applications with incomplete site plans will not be placed on the agenda.

### PROJECT INFORMATION:

1. Name, address, and phone number of person or firm who prepared the plan.
2. Name of the petitioner.
3. Title of project or property.
4. SCALE, north arrow, and date.

### LOT INFORMATION:

1. Lot area.
2. Lot width at front building (i.e., setback) line.
3. Front, side and rear building (i.e., setback) lines.
4. Location of any flood plains.

### BUILDING INFORMATION:

1. Location and dimensions of existing and proposed buildings and structures.
2. Lot lines and building footprints of all adjoining lots and structures.
3. Waste disposal areas, including type of containers, bins, dumpsters and method of screening or enclosure.

### PARKING INFORMATION:

1. Vehicular, service and pedestrian access, including all driveways, sidewalks, curbs, streets, traffic signals, on-site parking, and circulation signage.
2. Off-street parking and loading areas, including number of spaces and dimensions.
3. Location, size, height, illumination, and intensity of all lighting standards.

### LANDSCAPE INFORMATION:

1. Landscape plan including species, size and location of plant material.
2. Quantity of each type of plant material.
3. Location and specifications of berming, shaping, contouring, fencing, paved areas, etc.