

Village of Carol Stream

Concept Plan Review Process

NOTICE TO APPLICANTS: The Concept Plan Review process provides an opportunity for a developer or property owner to receive feedback from various Village staff regarding technical, code-related issues pertaining to a potential development. This informational handout has been prepared to assist you through the Concept Plan 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 Concept Plan Review application:
 - Cover letter addressed to the Village Planner in the Community Development Department, introducing yourself and explaining the details of the proposal;
 - Eight full sized (**folded**) and one legible reduced 11" x 17" Concept Plan. It is understood that a Concept Plan may not necessarily contain a high level of detail; however, the more information that is provided, the greater the Village's staff's ability will be to provide meaningful feedback regarding the submittal.
 - Any other plans or information that you may wish to submit for Village staff review and comment, including building elevations, floor plans, landscape plans, etc.
2. Planning Division staff will distribute the submittal to various Village Departments and agencies for a two-week review. A comment submittal deadline will be established.
3. Planning Division staff will summarize the comments received in a letter addressed to the applicant. Applicants can typically expect to receive a commentary letter within three to four weeks from the date of submittal.
4. Upon receipt of the Concept Plan commentary letter, the developer or property owner can request a follow-up meeting with Planning Division staff, or revised plans can be submitted for further review.

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