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 requirements 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:

   □ A cover letter addressed to the Community Development Department in which you introduce yourself, indicate your relationship to the project or property, and explain the details of the proposal;

   □ Eight full sized (folded) and one legible reduced 11 x 17 inch 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 staff’s ability will be to provide meaningful feedback regarding the submittal;

   □ Any other plans or information that you may wish to submit for review and comment, such as building elevations, floor plans, landscape plans, a business plan, etc.;

   □ A USB flash drive with plans and associated documents saved as pdf or zip files;

   □ Concept Plan Review Application Fee: $640.00.

2. The Community Development Department will distribute the submittal to various Village Departments and agencies for an approximate two-week review. An internal comment response deadline will be established.

3. The Community Development Department will summarize the comments in a letter addressed to the applicant. Applicants can expect to receive a commentary letter within three to four weeks from the date of the Concept Plan submittal to the Village. Correspondence will be sent via e-mail so please be sure to provide a valid e-mail address in your cover letter.

4. Upon receipt of the Concept Plan commentary letter, the applicant can request a follow-up meeting with Village staff, or revised plans can be submitted for further review.

   If you have any questions regarding the Concept Plan Review Process, please contact the Community Development Department.
   Phone: (630) 871-6230 or E-mail: communitydevelopment@carolstream.org

Village of Carol Stream, 500 N. Gary Avenue, Carol Stream, IL 60188

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