

Village of Carol Stream

COMMUNITY DEVELOPMENT DEPARTMENT

500 N. Gary Avenue ▪ Carol Stream, IL 60188

Phone 630.871.6230 ▪ Fax 630.665.1064

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

GENERAL APPLICATION for PUBLIC HEARINGS and DEVELOPMENT APPROVAL REQUESTS

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

In addition to this General Application packet, which includes the General Application (Form A) required for all requests, applicants should also obtain the process handout(s) and additional application form(s) specific to their request(s). The process handouts provide detailed information regarding the application submittal requirements, the staff review process, and the Plan Commission/Zoning Board of Appeals and Village Board approval process. This application form, and the specific process applications and handouts, are available at the Community Development Department customer service counter, and are also available on the Village's website (address above) in the "Business" tab on the top banner, under "Zoning Approvals" in the drop down menu.

Applicants are encouraged to review the sections of the Village Code (i.e. Zoning Code, Subdivision Code, Sign Code, Fence Code) that may be applicable to their application. These Codes contain detailed information which is useful and often necessary to formulate a complete and successful application. In addition, these documents indicate the public improvements that may be required.

Applicants with questions about the procedures, ordinances or requirements of the Village of Carol Stream may contact the individuals listed below at the e-mail addresses that are shown, or at the phone number listed above.

Don Bastian, Community Development Director:

dbastian@carolstream.org

Tom Farace, Planning & Economic Development Manager:

tfarace@carolstream.org



Do Not Write in This Space
 Date Submitted: _____
 Fee Submitted: _____
 File Number: _____
 Meeting Date: _____
 Public Hearing Required: _____

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FORM A

**GENERAL APPLICATION
 PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Name of Applicant _____ Phone _____
 Address _____ Fax _____
 E-Mail Address _____
 (required)
 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 – Zoning (requires Form B-1) |
| _____ Special Use Permit (requires Form C) | _____ Variation – Sign (requires Form B-2) |
| _____ Subdivision – Preliminary | _____ Variation – Fence (requires Form B-3) |
| _____ Subdivision – Final | _____ Zoning Change |
| | _____ Other |

Describe requested action _____

4. After referring to the specific process handout(s) relevant to this application, please indicate below the items that are included with the submittal.

- _____ 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 Signs
- _____ Horizontal Building Elevations
- _____ Floor Plan
- _____ Proof of Ownership or Written Consent From Property Owner
- _____ Project Narrative/Cover Letter
- _____ Total Application Fee \$ _____

Please submit three (3) full size drawings and one legible 11 by 17 inch reduced reproducible copy of full size drawings, along with a USB flash drive with plans and associated documents saved as pdf or zip files. Additional sets of plans may be required for certain applications. Please contact Village staff with any questions concerning the submittal requirements. **Full size drawings should be folded not rolled.**

5. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for the purpose of notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements which relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

Print Name

Signature

Date