



<b>Do Not Write in This Space</b>
Date Submitted: _____
Fee Paid: _____
_____

# Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188  
630.871.6230 • FAX 630.665.1064

e-mail: [communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org) ▪ website: [www.carolstream.org](http://www.carolstream.org)

**FORM F**

**EASEMENT ENCROACHMENT APPLICATION**

- 
- 
- Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_  
(required if other than applicant)  
Address \_\_\_\_\_ Fax \_\_\_\_\_
  - Common Address/Location of Property \_\_\_\_\_
  - Please indicate the type and size (provide dimensions) of the structure that is the subject of this application.  
\_\_\_\_\_  
\_\_\_\_\_
  - Please indicate the type of easement into which you are requesting to encroach upon (public utility, drainage or both).  
\_\_\_\_\_
  - Please explain the background of your request for approval to allow a structure to encroach within an easement.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you explored other options as opposed to locating the structure in the easement? For example, have you considered moving the object out of the easement if it is an existing structure?

---

---

---

7. Petitioner Certification

I have received a copy of the easement encroachment process handout. I understand that prior to this request being forwarded to the Village Board for a final decision, I must sign and return to the Village the Terms of Approval letter. I will be informed of the time and date of the Village Board meeting at which my request will be decided, and my attendance at this meeting is required. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews and other special reviews required by the Community Development Director to be performed by means of consultant services shall be paid at the billed rate to the Village by the applicant.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date