

# *Village of Carol Stream*

## **Limited Outdoor Seating Application Process**



**NOTICE TO APPLICANTS:** This informational handout has been prepared to assist applicants through the Application Process for Limited Outdoor Seating. Please note that incomplete applications can cause processing delays.

1. Required zoning: Limited Outdoor Seating is permitted subject to performance standards as an accessory use in the B-1, B-2 and B-3 Zoning Districts. The property must contain an existing and operating allowable use.
2. This application packet is for the zoning approval of limited outdoor seating. A separate building permit may be required depending on the scope of work associated with the establishment of the seating area.
3. The following items must be submitted for a complete application:
  - One signed and dated Limited Outdoor Seating Application (Form G)
  - Application fee: **\$120.00 for Initial; \$60.00 for Renewal**
  - Four sets of plans or drawings, to include (also required for annual renewal):
    - A site plan of the entire property showing all existing buildings and structures along with the general location of the proposed outdoor seating area.
    - A detail plan of the proposed outdoor seating area, drawn to scale, including the dimensions of the seating area and the remaining clear sidewalk area, configuration/placement of tables and chairs, specifications and images of the proposed outdoor furniture including trash receptacles.
  - One signed copy of the Statement of Compliance for Limited Outdoor Seating
  - A letter from the property owner/landlord authorizing the installation of the limited outdoor seating area.
4. Once the required application materials and fee are submitted to the Community Development Department, the application will be reviewed by Village staff. Any comments or questions will be transmitted to the applicant.
5. If the application is approved, the Community Development Department will issue a letter granting approval (sometimes subject to conditions of approval) for limited outdoor seating for the year of application. The permission to allow outdoor seating is subject to annual review and approval. If the plans are not approvable, the applicant may revise and resubmit the plans for an administrative approval or may seek formal approval through the Special Use Permit process by the Plan Commission/Zoning Board of Appeals.

**If you have any questions,  
Please contact the Community Development Department.  
Phone: (630) 871-6230 or E-mail: [communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org)**

**Do Not Write in This Space**

Initial:

Renewal:

File #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

# Village of Carol Stream

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**FORM G**

## LIMITED OUTDOOR SEATING APPLICATION

1. Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

2. Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

(required if other than applicant)

Address \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

3. Business Name \_\_\_\_\_

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

4. Initial/Renewal Application \_\_\_\_\_

5. Required Submittals

Four sets of plans

Outdoor Seating Statement of Compliance

Application Fee

Authorization Letter from Property Owner

Signature & Print Name

Date

# *Village of Carol Stream*

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Limited Outdoor Seating Statement of Compliance**

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Limited Outdoor Seating as contained in Section 16-9-2(B) of the Carol Stream Zoning Code is a permitted use in the B-1, B-2 and B-3 Zoning Districts, subject to compliance with all applicable design and performance standards. The use must be incidental and accessory to an approved restaurant or food service primary use on the property. The Community Development Department reserves the right to decline approval of the application for limited outdoor seating, if the application stands in conflict with any design, safety or welfare goals of the general public. For applications that cannot be approved by staff, the party interested in establishing an outdoor seating area may submit an application for a Special Use Permit which will be heard by the Plan Commission/Zoning Board of Appeals.

The outdoor seating area must comply with the following:

1. Outdoor seating shall be ancillary to a restaurant or a food service establishment.
2. No outdoor service or consumption of alcoholic beverages is permitted. Businesses with a liquor license to serve alcoholic beverages must obtain a Special Use Permit for an outdoor seating area including the service and consumption of alcohol.
3. The outdoor seating area shall only be located on an approved paved area or sidewalk adjacent to the tenant space.
4. The seating area must be located outside of the required setbacks, parking lot and landscape islands.
5. The seating area must comply with all Illinois Accessibility Codes and Americans with Disabilities Act. A minimum three feet of clear pedestrian passage must be maintained at all times, free of barriers including but not limited to tables, chairs, trash receptacles, umbrellas, awnings, parked vehicle encroachment and seated patrons.
6. The seating area needs to be maintained in a neat, sanitary, orderly and safe manner at all times.

7. Non-permanent outdoor seating area furniture must be removed and stored indoors, when the outdoor seating area is not in use for an extended period of time during off-season.
8. At least one trash receptacle must be provided to service the outdoor seating area. *(Municipal Code: §9-1)*
9. No additional signage is permitted on or around the seating area.
10. The outdoor seating area shall only be in use within the normal operating hours of the business.
11. The operation of any sound amplification device in the outdoor seating area, which is plainly audible on any residential property at a distance of 75 feet or more, is prohibited. *(Municipal Code: §14-2-16(C)(2))*
12. The direct access door to the outdoor seating area must be illuminated with not less than 1 foot-candle (11 lux) at the walking surface. *(2012 IBC 1006.2)*
13. Restroom facilities must comply with all applicable code requirements.
14. The business and property must be operated and maintained in accordance with all applicable State, County and Village codes and requirements.

*I affirm that the outdoor seating area shall operate in compliance with the regulations for Outdoor Seating as set forth in §16-9-2(B) of the Carol Stream Zoning Code and all the requirements as mentioned above.*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(please print)

Property Owner/  
Manager \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your business in Carol Stream. Please do not hesitate to contact the Community Development Department at 630-871-6230 or email [communitydevelopment@carolstream.org](mailto:communitydevelopment@carolstream.org) with any questions.