NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Subdivision process. Incomplete applications will not be processed; 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 Subdivision application:
   - One signed and dated General Application (Form A);
   - Plat of Survey with Legal Description;
   - A cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
   - Preliminary or Final Subdivision Plat. Eight folded full sized copies and one legible 11 x 17 inch reduced reproducible copy are required;
   - Application fees: $400 for a Plat of Subdivision of less than five acres, $700 for a Plat of Subdivision of five to fifty acres, $1,000 for a Plat of Subdivision greater than fifty acres, $400 for a Plat of Consolidation (no new lot created);
   - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, property owner insurance policy bill or deed. Property owner consent letters need to be notarized by a registered Notary Public.
   - A USB flash drive with plans and associated documents saved as pdf or zip files.

Note: Applicants of the Village’s Subdivision process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Land Use Opinion Report. Please consult Kane-DuPage Soil & Water Conservation District’s website at http://kanedupageswcd.org/ and click on “Land Use Opinion Forms and Fees” at the lower right hand corner of the page, or call KDSWCD at 630/584-7961, Ext. 3.

2. Village staff will review the Subdivision Plat submittal. The applicant may need to revise the Plat depending on the review comments generated. Some of the most common comments regarding Subdivision Plats include:
   a. Improper or missing plat certificates;
   b. Failure to leave a clear space (3 by 5 inch) in the upper right hand corner of the plat for future placement of the DuPage County Recorder’s stamp;
   c. Failure to include the P.I.N. and common address for the property.

3. The application, supporting documentation and staff report are sent to the PC/ZBA prior to the meeting. The applicant will receive a copy of the staff report by e-mail on the Friday prior to the Monday evening meeting.
4. The PC/ZBA meeting is held on the second or fourth Monday of the month at 7:00 p.m. in the Board Room at Village Hall. The applicant or a representative is required to make a presentation regarding the request to the PC/ZBA.

5. The order of business for the presentation is as follows:
   a. PC/ZBA Chairman will announce the agenda item
   b. Applicant will step forward to the podium and will be sworn in
   c. Applicant will give presentation
   d. Public comment may be accepted
   e. Rebuttal and summarization by applicant
   f. Staff presentation
   g. PC/ZBA questions and discussion
   h. Motion made by PC/ZBA
   i. PC/ZBA vote and recommendation

6. The PC/ZBA will review the Subdivision Plat and will make a recommendation as to whether the Plat meets minimum Village requirements as found in the Zoning and Subdivision Codes.

7. The PC/ZBA recommendation can be for approval of the Subdivision Plat, approval subject to conditions, denial of the Plat, or the PC/ZBA can continue the case to a future meeting for further discussion. The PC/ZBA vote serves as a recommendation only, as the Village Board renders the final vote.

8. The Subdivision application will not be transmitted to the Village Board for a final vote until the Engineering Services Department has determined that the Plat is in conformance with the Village’s Subdivision Code and the DuPage County Stormwater Management Ordinance. Please contact the Engineering Services Department at (630) 871-6220 for further information.

9. The applicant is required to attend the Village Board meeting during which a final vote on the request will be made. Depending on the nature of the request, a presentation to the Board may be required; Community Development Department staff can assist in determining whether a presentation will be necessary.

10. After Village Board approval, the applicant must submit an original Mylar copy of the Plat, with all signatures complete other than those of the Village officials and the DuPage County Recorder. The Clerk’s Office will obtain the signatures of the Village officials and will arrange for recording of the Plat at the DuPage County Recorder’s Office. It is the applicant’s responsibility to pay all fees associated with the recording of the plat and accompanying documents.

    If you have any questions regarding the Subdivision process, please contact the Community Development Department.
    Phone: (630) 871-6230 or Fax: (630) 665-1064
    E-mail: communitydevelopment@carolstream.org

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