

Village of Carol Stream

Zoning Process Guidebook

for

**Online Planning and Development
Review Application Portal**



Community Development Department

(630) 871-6230

communitydevelopment@carolstream.org



Village of Carol Stream

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If you have any questions regarding the Courtesy Review process, please contact the Community Development Department.

Phone: (630) 871-6230 Fax: (630) 665-1064

E-mail: communitydevelopment@carolstream.org

Website: www.carolstream.org

Courtesy Review Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Courtesy Review process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Courtesy Review application:
 - One signed and dated General Application (Form A);
 - Courtesy Review Application Fee: **\$240**;
 - A brief description of the project and any other information necessary to communicate the scope, intent and impacts of the project;
 - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, insurance policy or deed. Property owner consent letters need to be notarized by a registered Notary Public;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.
2. The Community Development Director will receive and review the Courtesy Review submittal and place it on the agenda of upcoming Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board meetings.
3. The PC/ZBA meets on the second and fourth Monday of the month at 6:00 p.m. in the Board Room at Village Hall. **The applicant or a representative is required to make a presentation regarding the project to the PC/ZBA.**
4. The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. **The applicant or a representative is required to make a presentation regarding the project to the Village Board.**

5. The PC/ZBA and Village Board will review Courtesy Review projects and may offer informal feedback, however, no comment offered shall be construed as a binding decision.

Development Staff Review Process

NOTICE TO APPLICANTS: The Development Staff 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 Development Staff Review process. Please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Development Staff Review application:
 - One signed and dated General Application (Form A);
 - Development Staff Review Application Fee: **\$640.00**;
 - 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;
 - Any 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. It is understood that a 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;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.
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 Development Staff Review commentary letter, the applicant can request a follow-up meeting with Village staff, or revised plans can be submitted for further review.

Easement Encroachment Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Easement Encroachment Process. Incomplete applications will not be accepted.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items will need to be submitted for a complete application:
 - One signed and dated Easement Encroachment Application (Form F);
 - Application fee: **\$300.00**;
 - Plat of Survey with legal description depicting the location of all structures on the property including setbacks from property lines. The structure or proposed structure that is the subject of the easement encroachment application also needs to be shown on the Plat, with dimensions provided. The easement that the applicant is requesting to encroach within must be clearly labeled on the Plat;
 - A cover letter addressed to the Mayor and Village Board of Trustees introducing yourself and explaining the details of the request. The cover letter should include a justification of the need to encroach within the easement as opposed to placing the structure elsewhere on the property. The letter should demonstrate that all other options have been considered and rejected as unreasonable;
 - For requests involving Public Utility Easements** – If the easement being encroached upon is a public utility easement, you will need to provide the Village with letters from each of the four utility companies (ComEd, Nicor, AT&T, and Comcast) in which they indicate no objection to your request. You will need to make your request in writing and include a copy of your plat of survey in your transmittal to the utility companies (addresses are provided on the attached sheet). A copy of the letters you send to the utility companies must be included with your application. It usually takes approximately six to eight weeks for the utility companies to respond, so your application will be put on hold until you have received all four letters from the utility companies. Once you have received the letters from the utility companies, submit copies of the letters to the Community Development

Department. Staff will then begin processing your application as indicated below.

2. Once the required application materials and fee are submitted to the Community Development Department, the applicant will be mailed a copy of the Terms of Approval Letter. The Terms of Approval Letter must be signed, copied for your own records, and returned to the Community Development Department prior to your request being scheduled for Village Board consideration.
3. Community Development Department staff will transmit your Plat of Survey to the Director of Engineering Services and Public Works Director for their review and comment.
4. Once the Director of Engineering Services and Public Works Director have provided their written commentary to the Community Development Department, staff will prepare a memo to the Village Manager asking that your request be placed on an upcoming Village Board agenda. This will not be done until the signed Terms of Approval Letter has been returned to the Community Development Department. **Please note that the standard Terms of Approval requires the property owner to identify and hold harmless the Village from and for any and all claims for damages to real and personal property and injuries to or death suffered by persons by reason of the installation, maintenance, repair, or operation of the improvement or any other encroachment in the Easement. The Owner will also be required to add the Village of Carol Stream to its property insurance policy as an additional insured covered thereunder.**
5. The request will be placed on a Village Board agenda. Community Development Department staff will notify you of the date of the meeting. Meetings are held on the first and third Mondays of each month at 6:00 p.m. in the Village Board room in the Village Hall. The applicant will need to be present to answer any questions that the Board members may have. If the Village Board approves your request, a building permit must still be obtained for the structure.

Utility Notification for Easement Encroachment

Commonwealth Edison Company
Attn: Tyler Simpson
3 Lincoln Centre, Floor 4
Oakbrook Terrace, Illinois 60181

Phone # 779-231-1735
E-Mail tyler.simpson@comed.com

Nicor
Attn: Gwendolyn A. Borjon
1844 W. Ferry Rd.
Naperville, Illinois 60563

Phone # 630-388-2976
E-Mail gborjon@southernco.com

AT&T
Attn: Jill Tafoya
262 N. Ottawa St., Floor 2
Joliet, Illinois 60432

Phone # 779-267-9679
E-Mail jg1423@att.com

Comcast
Attn: Ted Wyman
688 Industrial Drive
Elmhurst, Illinois 60126

Phone # 847-652-6074
E-Mail ted_wyman@comcast.com

*** All requests for approval of an Easement Encroachment within a Public Utility Easement must be accompanied by written approval from each of the above listed utility companies before the Village Board will consider the request.

*** When making a request for approval from a utility company, please submit, contact, and/or mark the following:

- Submit a copy of your Plat of Survey with a legal description visible and the encroaching structure location sketched in on the survey, and a brief description of what is being done on the property;
- Submit dimensions of the structure and measurements from rear or front of property line to the edge of the structure and from the side property line to the edge of the structure as it relates to the easement area and your property lines; • Place stakes in the ground or paint in the grass to identify the encroaching structures' location prior to having a utility company inspect your property;
- Call JULIE @ 800-892-0123 to locate any underground facilities and take pictures prior to digging or having a utility company inspect your property.

*** Please note that utility companies typically only allow for ½ of an easement to be utilized.

*** The approval process typically takes about 2 to 4 weeks.

Gary & North Avenue Corridor Review Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Gary & North Avenue Corridor Review process. Please note that the Gary & North Avenue Corridor Regulations contain specific Site and Architectural Design guidelines and requirements, and so applicants should refer to the Gary & North Avenue Corridor Overlay Districts Regulations [Sections 16-8-4(D), 16-8-4(J), and 16-516 in the Unified Development Ordinance (UDO)] in preparing the required plans. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Gary and North Avenue Corridor Review application:
 - One signed and dated General Application (Form A);
 - Application fees:
 - \$ **500** for a new or replacement ground or pole sign;
 - \$ **500** for one discipline (site design, architecture or landscaping);
 - \$ **1,000** for two disciplines;
 - \$ **1,500** for three disciplines for an entirely new development;
 - Plat of Survey with Legal Description;
 - A Site Plan depicting existing structures, proposed structures, building additions, parking, and the setbacks from lot lines to such improvements. The Site Plan should be fully dimensioned and must be drawn to scale;
 - A copy of the Landscape Plan prepared by a Landscape Architect;
 - Copies of the building elevations. A color building rendering should be provided for review by the Plan Commission/Zoning Board of Appeals (PC/ZBA) in advance of the PC/ZBA meeting, but need not be included with the initial submittal;
 - A cover letter addressed to the PC/ZBA introducing yourself and explaining the details of the proposed project;
 - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, insurance policy or

deed. Property owner consent letters need to be notarized by a registered Notary Public;

- Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

Note: All plans must be drawn to scale and all paperwork must be typed or hand written legibly.

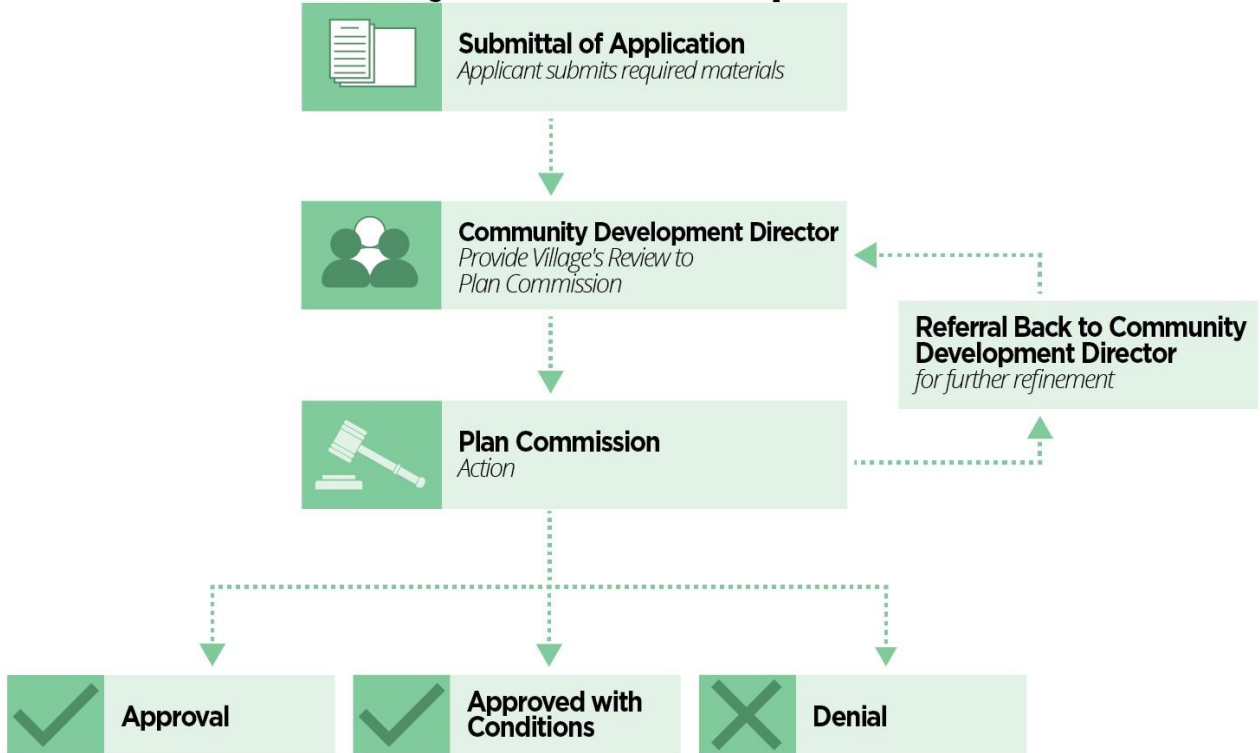
Note: Applicants of the Village's Gary & North Avenue Corridor Review process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Land Use Opinion Report. Please consult Kane-DuPage Soil & Water Conservation District's website at <http://kanedupageswcd.org/> and click on "Land Use Opinion Forms and Fees" at the lower right hand corner of the page, or call KDSWCD at 630/584-7960.

2. Village staff will review the Gary & North Avenue Corridor submittal and provide comments to the applicant. The applicant may need to revise the plans depending on the review comments generated.
3. The application, cover letter, plans and staff report are transmitted to the PC/ZBA. 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 holds the public meeting for the Gary & North Avenue Corridor Review on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the proposal to the PC/ZBA.**
5. The order of business for the Public Meeting 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 testimony 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
6. For Gary Avenue & North Avenue Corridor Review, the PC/ZBA renders the final decision, with no action by the Village Board necessary. The PC/ZBA can vote to approve the plans, approve the plans with conditions, deny the plans or recommend certain revisions and continue the case to a future meeting for further review. For

applications including requests for other zoning approvals, a final vote by the Village Board may be required.

7. **Figure 16-8-4(J) summarizes sections 1 through 6 of this process guide.**

16-8-4(J) Gary Avenue Corridor and North Avenue Corridor Overlay District Development Review



Planned Development Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Planned Development (PD) process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete PD application:

- One signed and dated General Application (Form A);
- For applications seeking approval of a Preliminary PD Plan, one completed Special Use Application (Form C);
- Application fees: **\$500** for a minor change to an existing PD;
 \$1,000 for a major change to an existing PD;
 \$1,500 for a new PD;
- Plat of Survey with Legal Description;
- A copy of the Preliminary, Preliminary/Final or Final PD Plan depicting existing structures, proposed structures, building additions, parking spaces, and setbacks from lot lines to such improvements. For other information required on a PD Plan, please consult Section 16-7 of the Unified Development Ordinance (UDO). The PD Plan should be fully dimensioned and must be drawn to scale;
- A copy of the Landscape Plan depicting the type, location, number and size of the proposed landscape materials to be installed throughout the development. Landscaping standards are contained within Section 16-5-6 of the UDO;
- A copy of the building elevations. The elevations should clearly indicate the proposed building materials, the color of the building materials and the height of the structure(s);
- A copy of the interior floor plan;
- Other information deemed necessary as contained in Section 16-7-5 and 167-6, as applicable, of the UDO;

- Prior to submitting a formal application for a Planned Development, the applicant may be required to schedule and hold a meeting to discuss the proposed Planned Development and its impact on adjoining properties and area residents. Refer to Section 16-7-5 (a)(1)(d) for further information;
- Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
- Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, property insurance policy bill or deed. Property owner letters of consent need to be notarized by a registered Notary Public;
- Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

Note: Applicants of the Village's PD 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 630-584-7960.

2. Village staff will review the PD submittal and provide comments to the applicant. The applicant may need to revise the plans depending on the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days prior to the public hearing.
4. The Village will send the Public Hearing Notice to all property owners of record surrounding the subject property not more than 30 days nor less than 15 days prior to the public hearing.
5. The application, supporting documentation, Public Hearing Notice 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.
6. The PC/ZBA holds the Public Hearing regarding the application for PDs on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the proposal to the PC/ZBA.**
7. The order of business for a Public Hearing 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 Hearing testimony 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
8. The PC/ZBA recommendation will be based upon the Intent and Purpose and Standards for Review for a PD Plan contained within Section 16-7-1 and 16-7-3 of the UDO.
 9. The PC/ZBA recommendation can be for approval of the PD, approval subject to conditions, denial, 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.
 10. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of each month at 6:00 p.m. in the Board Room at the Village Hall. 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.

Note: If your application is for approval of a **Preliminary PD Plan**, then subsequent approval of a Final PD Plan will be necessary before the Community Development Department will be able to issue any building permits for construction. The Final PD Plan approval process is similar to the Preliminary PD process, but there are some differences in the submittal requirements. Please contact Community Development Department staff for further information regarding the application and submittal requirements for projects involving only Final PD Plan approval.

Map Amendment Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Map Amendment process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Map Amendment application:
 - One signed and dated General Application (Form A);
 - One completed Map Amendment Application (Form D-1);
 - Map Amendment Application Fee: **\$640**;
 - Plat of Survey with Legal Description;
 - Cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
 - Proof of property ownership or consent letter from the property owner. Proof of ownership can take the form of a photocopied tax bill, property insurance policy bill or deed. Property owner letters of consent need to be notarized by a registered Notary Public.

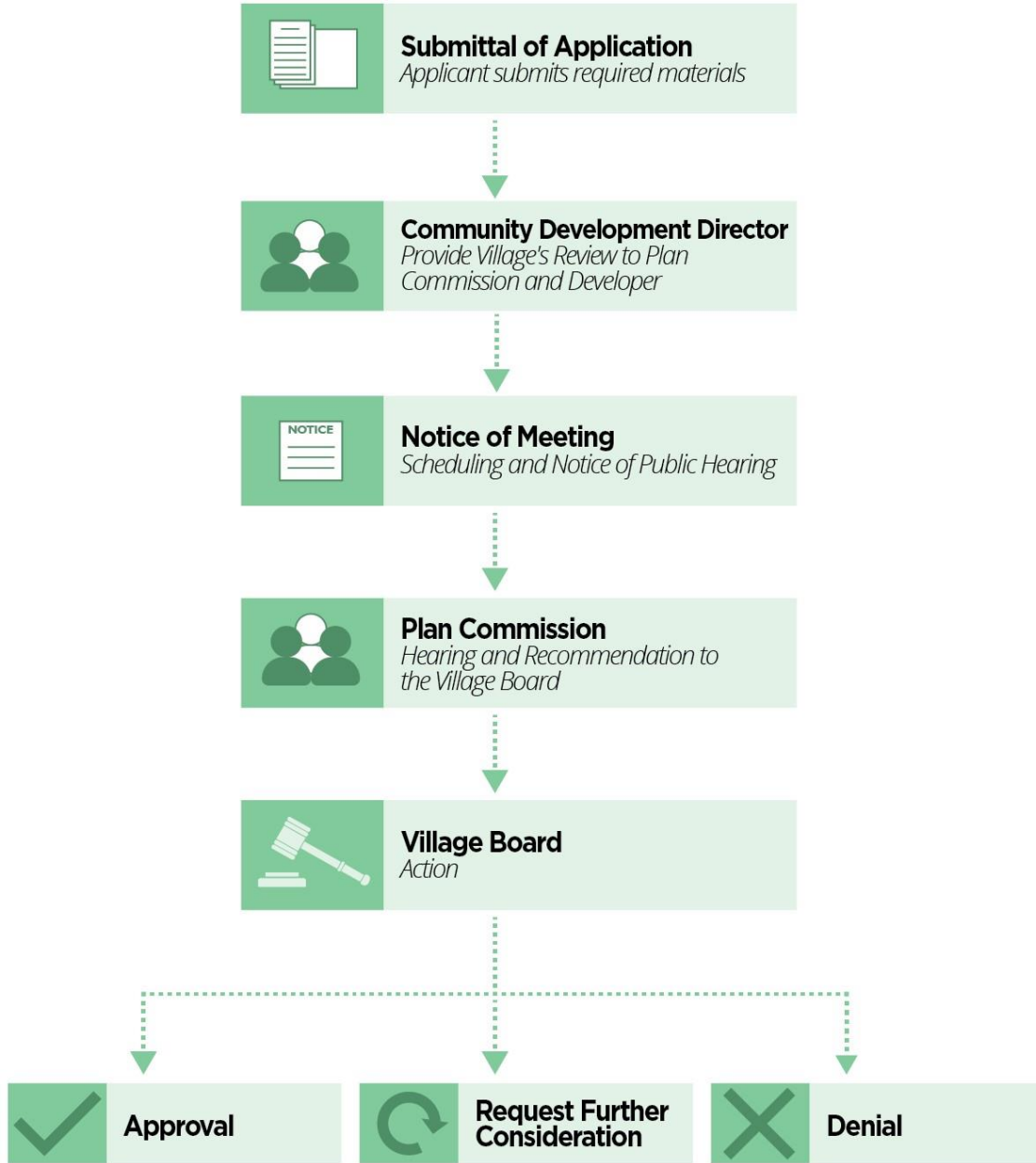
Note: Depending on the nature of the request, conceptual site and landscape plans and building elevations may be required or beneficial in presenting your request to the PC/ZBA. Please consult with Community Development Department staff for further information.

Note: Applicants of the Village's Map Amendment 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 630-584-7960.

6. Village staff will review the application for a Map Amendment and provide comments. The applicant may need to revise the application depending on the review comments generated.

7. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days prior to the public hearing.
8. The Village will send the Public Hearing Notice to all property owners of record surrounding the subject property not more than 30 days nor less than 15 days prior to the public hearing.
9. The application, supporting documentation, Public Hearing Notice 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.
10. The PC/ZBA holds the Public Hearing regarding the application for the Map Amendment on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the request to the PC/ZBA.**
11. The order of business for a Public Hearing 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 Hearing testimony 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
12. The PC/ZBA recommendation can be for approval of the Map Amendment, denial of the Map Amendment, 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.
13. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of each month at 6:00 p.m. in the Board Room at the Village Hall. 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.
14. **Figure 16-8-4(N) summarizes sections 1 through 13 of this process guide.**

16-8-4(N) Map Amendment



Site Plan Review Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Site Plan Review process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Site Plan Review application:
 - One signed and dated General Application (Form A);
 - Application fees: **\$640**;
 - Plat of Survey with Legal Description;
 - Other plans as specified in Section 16-8-3(F)(2) of the UDO;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

Note: Applicants of the Village's Site Plan Review 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 630-584-7960.

2. The Community Development Director shall:
 - a. Review and evaluate the application in accordance with the UDO and any other relevant information;
 - b. Advise the applicant, in writing, of required and recommended revisions to the plans and application;
 - c. Render an approval, approval with conditions, or denial of the application, in writing to the applicant.
3. Any applicant who receives a notice of denial as an outcome from the Community Development Director may, within thirty (30) days after receipt of notice of such

decision, appeal such decision to the Plan Commission/Zoning Board of Appeals by filling a written notice of appeal with the Community Development Director with an explanation as to why said decision was not warranted according to the applicant.

Special Use Permit Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Special Use process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Special Use application:
 - One signed and dated General Application (Form A);
 - One completed Special Use Application (Form C);
 - Application fees: **\$800.00** for the first Special Use
\$200 for each additional Special Use for same property
\$800.00 for an Amendment to an existing Special Use;
 - Plat of Survey with Legal Description;
 - A copy of a Site Plan depicting existing structures, proposed structures, building additions, parking spaces, and the setbacks from lot lines to such improvements. The Site Plan should be fully dimensioned and must be drawn to scale;
 - Cover letter addressed to the Plan Commission/Zoning Board of Appeals (PC/ZBA), introducing yourself and explaining the details of your request;
 - 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;
 - Note to commercial, industrial or multi-family applicants:** Landscape Plans, Building Elevations and Floor Plans may be required. Please check with Community Development Department staff to verify;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or

contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

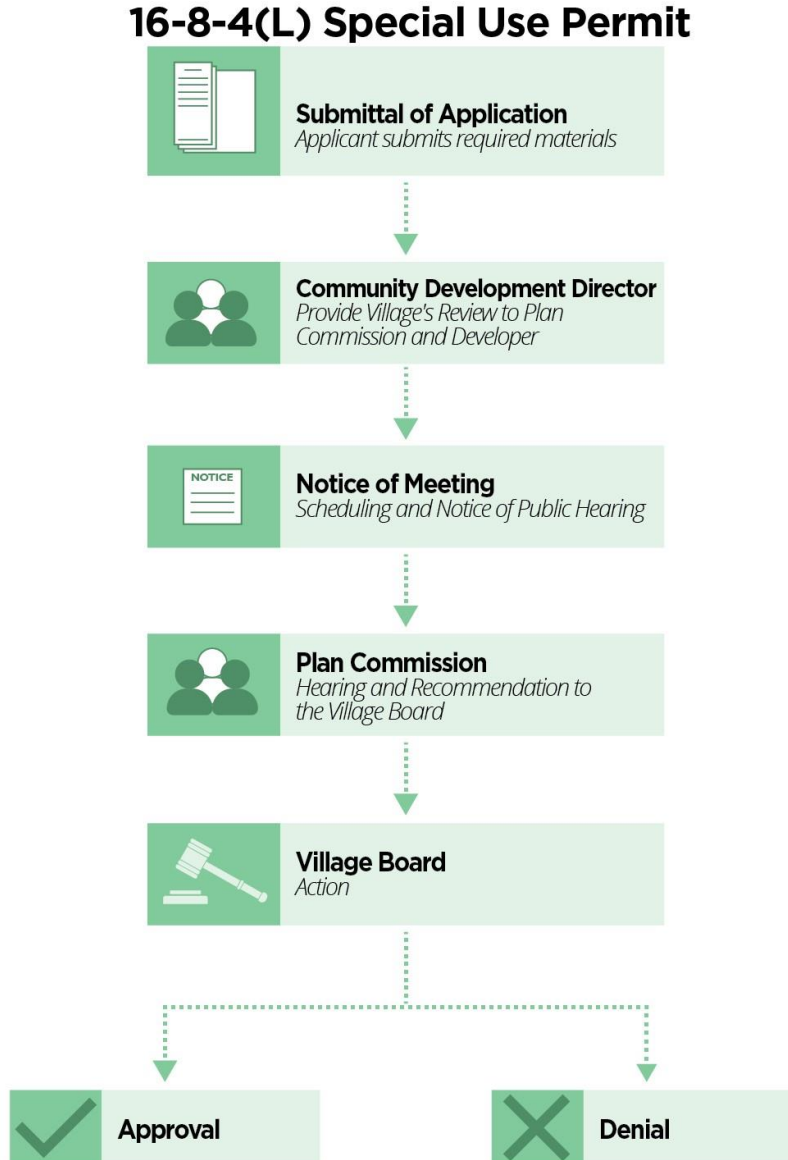
Note: Applicants of the Village's Special Use Permit process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Land Use Opinion Report. Please consult the Conservation District's website at <http://kanedupageswcd.org/> and click on "Land Use Opinion Forms and Fees" at the lower right-hand corner of the page, or call KDSWCD at 630-584-7960.

2. Village staff will review the Special Use Permit submittal and provide comments. The applicant may need to revise the plans depending on the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days prior to the public hearing.
4. The Village will send the Public Hearing Notice to all property owners of record surrounding the subject property not more than 30 days nor less than 15 days prior to the public hearing.
5. The application, supporting documentation, Public Hearing Notice and staff report are sent to the PC/ZBA prior to the meeting. The applicant will also receive a copy of the staff report **by e-mail** on the Friday prior to the Monday evening meeting.
6. The PC/ZBA holds the Public Hearing regarding the application for a Special Use Permit on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the proposal to the PC/ZBA.**
7. The order of business for a Public Hearing 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 Hearing testimony 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
8. The PC/ZBA vote will be based upon the standards for a Special Use Permit contained within Section 16-8-4(L) of the Unified Development Ordinance (UDO).
9. The PC/ZBA recommendation can be for approval of the Special Use, approval subject to conditions, denial, 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.

10. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. Depending on the nature of the request, a presentation may be required; Community Development Department staff can assist in determining whether a presentation will be necessary.

Figure 16-8-4(L) summarizes sections 1 through 10 of this process guide.



Staff Adjustment Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Staff Adjustment process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Staff Adjustment application:
 - One signed and dated General Application (Form A);
 - One completed Staff Adjustment Application (Form E);
 - Application fees: **\$240**;
 - Plat of Survey with Legal Description, fully dimensioned, showing all existing and proposed improvements;
 - A cover letter introducing yourself and explaining the details of your request;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

2. The Community Development Director will review the Staff Adjustment application and approve, approve with conditions, or deny the application based on review criteria from Form E and found Section 16-8-3 (E)(3) of the UDO. A written decision including the findings on the review criteria shall be provided to the applicant. An applicant whose application for staff adjustment is denied may apply for a variation in accordance with Section 16-8-4 (A)(5) of the UDO.

Subdivision Process

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.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Subdivision application:
 - One signed and dated General Application (Form A);
 - Application fees: **\$400** for a Minor Plat of Subdivision
\$700 for a Major Plat of Subdivision;
 - 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.
 - For **major subdivisions**, a Preliminary **and** a Final Plat are required
 - For **minor subdivisions**, **only** the Final Plat is required. Upon request by the developer, the Preliminary Plat process may also be followed;
 - Additional plans and documentation as stipulated in Section 16-8-4 (O) of the UDO;
 - 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;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.

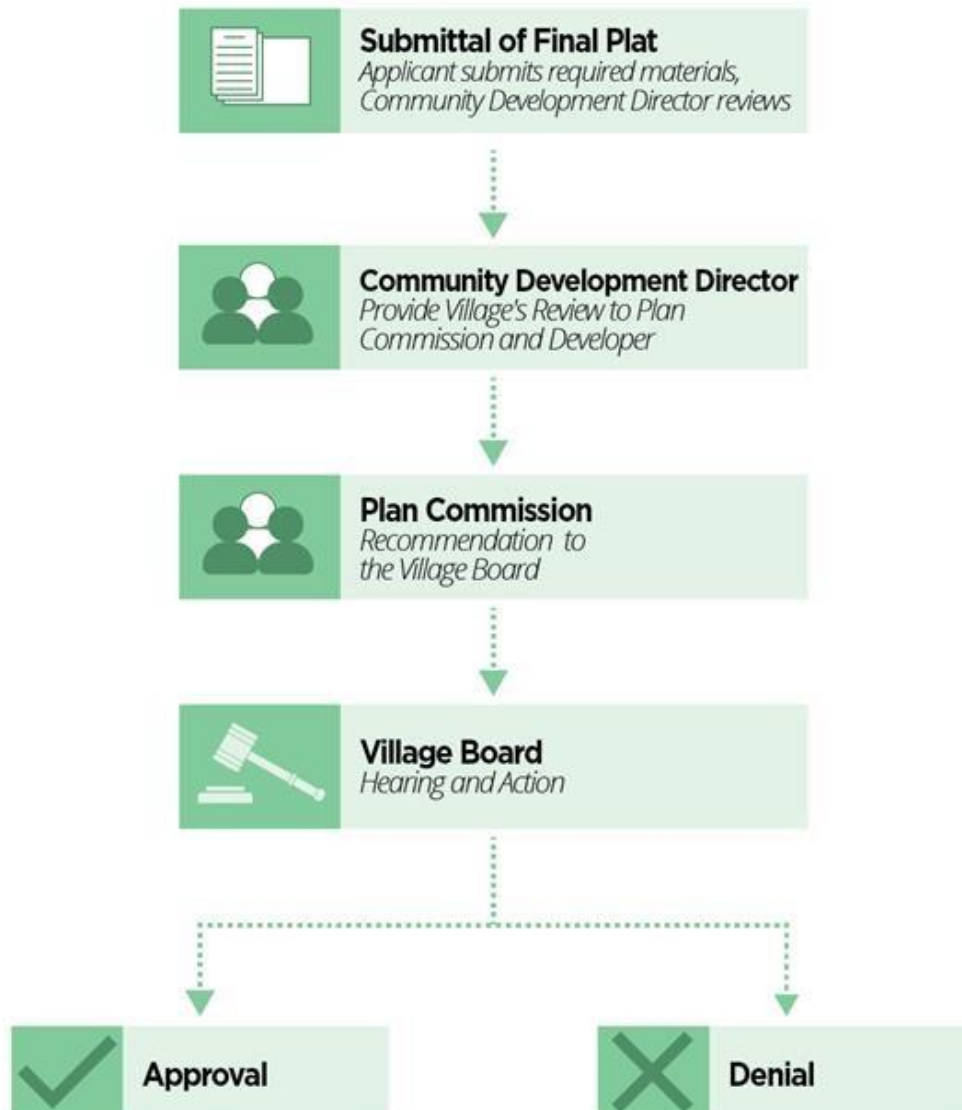
Note: Applicants of the Village's Subdivision process may be required to apply to the Kane-DuPage Soil & Water Conservation District for a Land Use Opinion Report. Please consult

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 630-584-7960.

2. Village staff will review the Subdivision Plat submittal and provide comments. 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 6:00 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 UDO.
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 Standards and the DuPage County Stormwater Management Ordinance.** Please contact the Engineering Services Department at (630) 871-6220 for further information.

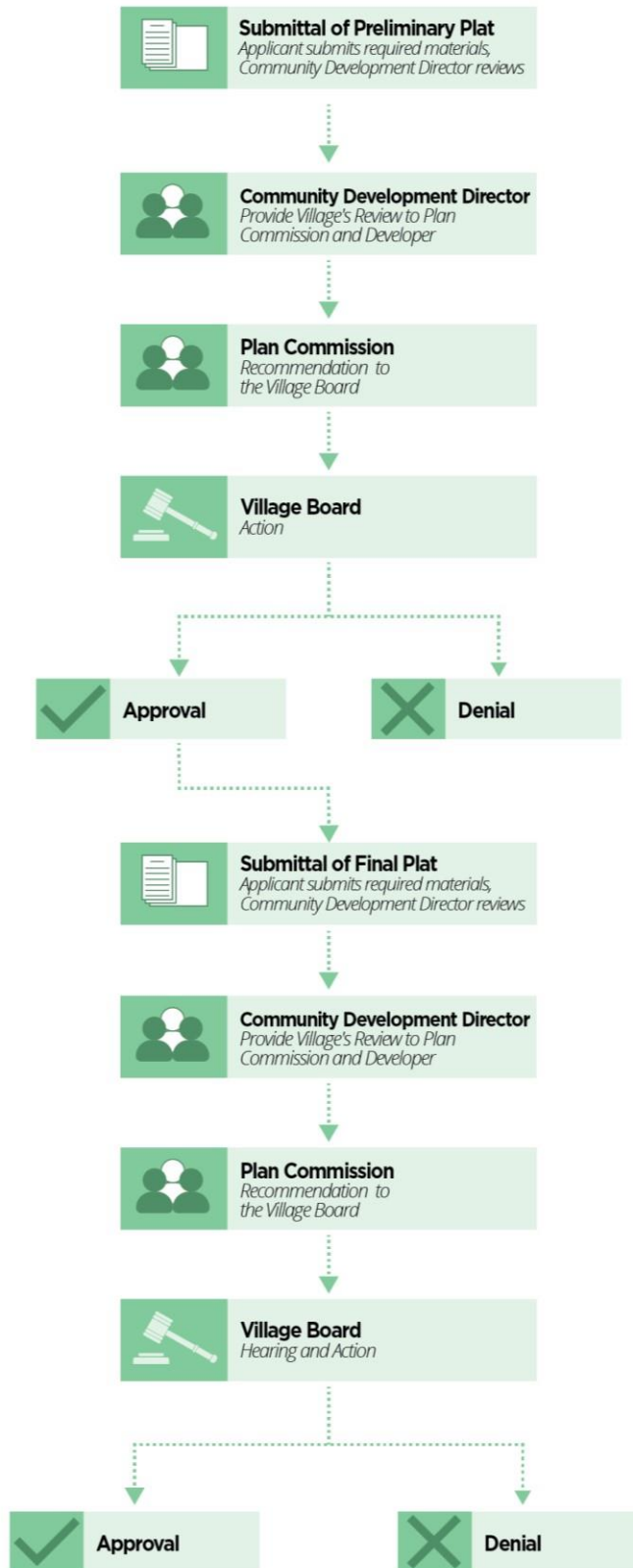
9. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. Depending on the nature of the request, a presentation to the 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.**
11. **Figure 16-8-4(O)(1)(b) summarizes sections 1 through 10 of this process guide.**

16-8-4(O)(1)(b) Subdivision - Minor Subdivision



12. **Figure 16-8-4(O)(1)(a) summarizes sections 1 through 10 of this process guide.**

16-8-4(O)(1)(a) Subdivision - Major Subdivision



Temporary Waiver to the Code of Ordinances Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Temporary Waiver to the Code of Ordinances (TWCO) process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete TWCO application:
 - One signed and dated General Application (Form A);
 - Application fees: **\$120**;
 - A cover letter addressed to the Village Board, introducing yourself and explaining the details of your request;
 - Plans and information detailing the request;
 - Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.
2. The application, supporting documentation, and staff report are sent to the Village Board prior to the meeting. The applicant will also receive a copy of the staff report **by e-mail** on the Friday prior to the Monday evening meeting.
3. **The applicant is required to attend the Village Board meeting during which the request will be reviewed and given a final vote.** The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall.

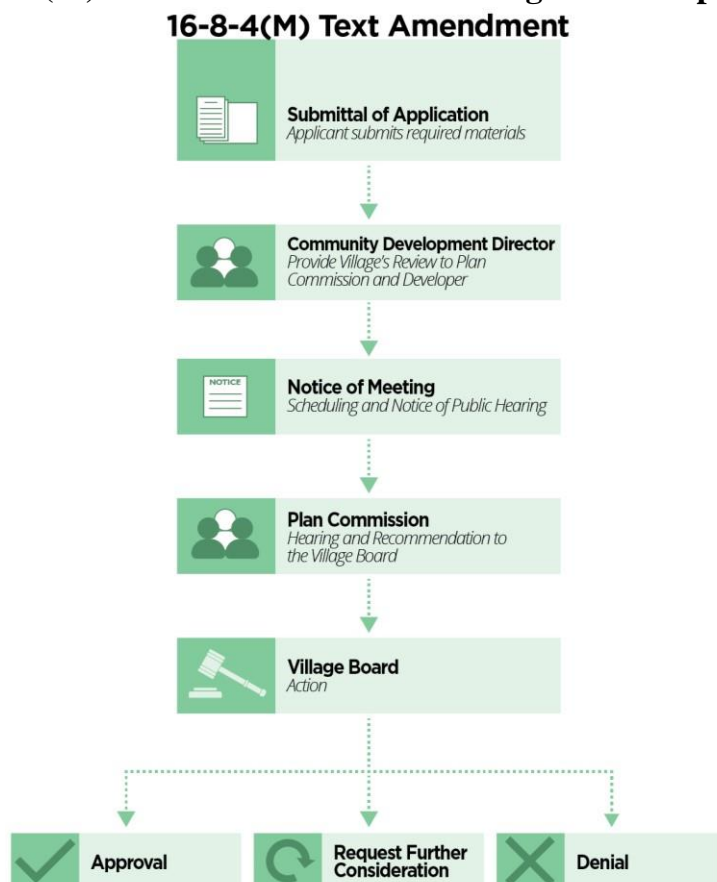
Text Amendment Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Text Amendment process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Text Amendment application:
 - One signed and dated General Application (Form A);
 - One completed Text Amendment Application (Form D-2);
 - Text Amendment Application Fee: **\$640.00**;
 - Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
2. Village staff will review the Text Amendment submittal and provide comments. The applicant may need to revise the plans depending on the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days prior to the public hearing.
4. The application, supporting documentation, Public Hearing Notice 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.
5. The PC/ZBA holds the Public Hearing regarding the application for a Text Amendment on the second or fourth Monday of the month at 6:00 p.m. in the Board Room at the Village Hall. **The applicant or his/her representative(s) is required to make a presentation regarding the proposal to the PC/ZBA.**
6. The order of business for a Public Hearing 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 Hearing testimony 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
7. The PC/ZBA recommendation can be for approval of the Text Amendment, denial of the Text Amendment, 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 applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. Depending on the nature of the request, a presentation may be required; Community Development Department staff can assist in determining whether a presentation will be necessary
9. **Figure 16-8-4(M) summarizes sections 1 through 8 of this process guide.**



Variation Process

NOTICE TO APPLICANTS: This informational handout has been prepared to assist applicants through the Variation process. Incomplete applications will not be processed; please refer to the items listed in Section 1 below for the required documents and plans.

NOTE: The forms listed below are available within the Village's Online Planning and Development Review Application Portal based on the type of application selected. Separate uploads are not required.

1. The following items are required for a complete Variation application:

- One signed and dated General Application (Form A);
- One completed Variation Application specific to the request (Zoning Code Variation – Form B-1, Sign Code Variation – Form B-2, Fence Code Variation – Form B-3);
- Application fees: **\$640.00** for the first Variation for the property (**\$200.00** for each additional Variation for same property);
- A copy of a Site Plan or Plat of Survey depicting existing structures, proposed structures, additions, signs or fences, and the setbacks from lot lines to such improvements. The Site Plan or Plat of Survey must be drawn to scale;
- Plans and associated documents are required to be saved to the Village's Online Planning and Development Review Application Portal. Please visit the Community Development Department Section of the Village website, or contact the Community Development Department staff for help accessing the Village's Online Planning and Development Review Application Portal.
- Plat of Survey with Legal Description;
- Cover letter addressed to the Plan Commission/Zoning Board of Appeals, introducing yourself and explaining the details of your request;
- 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 letters of consent need to be notarized by a registered Notary Public.

Note to commercial, industrial or multi-family applicants: Landscape Plans, Building Elevations, Sign Plans or Floor Plans may be required depending on the nature of the

requested variation. Please check with Community Development Department staff to verify.

2. Village staff will review the Variation application and provide comments. The applicant may need to revise the plans depending on the nature of the review comments generated.
3. The Village will prepare and publish a Public Hearing Notice in a local newspaper not more than 30 days or less than 15 days prior to the public hearing.
4. The Village will send the Public Hearing Notice to all property owners of record surrounding the subject property not more than 30 days nor less than 15 days prior to the public hearing.
5. The application, supporting documentation, Public Hearing Notice 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.
6. The PC/ZBA holds the Public Hearing on the second or fourth Monday of the month at 6:00 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.**
7. The order of business for a Public Hearing 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 Hearing testimony 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
8. The PC/ZBA will review Variation requests based upon the findings of fact contained within the Unified Development Ordinance.
9. The PC/ZBA recommendation can be for approval of the Variation, denial of the Variation, 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.
10. **The applicant is required to attend the Village Board meeting during which a final vote on the request will be made.** The Village Board meets on the first and third Monday of the month at 6:00 p.m. in the Board Room at Village Hall. Depending on the nature of the request, a presentation may be required; Community Development Department staff can assist in determining whether a presentation will be necessary.

11. Figure 16-8-4(K) summarizes sections 1 through 10 of this process guide.

