



TEMPORARY USE PERMIT APPLICATION

INSTRUCTIONS:

- Please print or type. Application must be complete before filing with the Community Development Department of the City of Warrenville.
- Temporary Use Permit is to be approved by the Plan Commission and the City Council, except if the proposed event satisfies the following five criteria listed below, in which case the Permit can be approved administratively by staff.
- Application Fee of \$500 is due at the time of this Application Form filing, except if the proposed event satisfies the following five criteria listed below, in which case the application fee is not applicable.
- Temporary Use Permits for temporary events that satisfy the following criteria may be approved administratively at the discretion of the Community Development Director or his designee (Section 1.D of the Zoning Ordinance #1018):
 1. The temporary event is limited to two days;
 2. The temporary event does not occupy more than 30% of the required parking spaces during the normal business hours of the business on the property unless alternative parking arrangements are provided and found to be adequate and satisfactory by the Community Development Director;
 3. The temporary event does not involve street closures;
 4. The temporary event does not involve serving alcohol; and
 5. The temporary event is conducted between the hours of 8:00 am and 8:30 pm on Sunday through Thursday and 8:00 am and 10:30 pm on Friday through Saturday.
- Table 2A of the Zoning Ordinance #1018 should be reviewed for filing procedures and requirements prior to filing this Application.

1. Applicant (Person to whom the Permit is to be issued)

Person's Name: _____

Phone: _____ Fax: _____ E-mail Address: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____ Website Address: _____

2. Location of Event (Attach addendum, if necessary)

Property Address: _____

Location of Event on the Property: _____

Description of Present Use of Property: _____

Present Zoning of Property: _____

Property Owner(s) Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail Address: _____

3. Duration of Event (Include start and end dates, time and number of days)

4. **Description of Event** (Attach addendum, if necessary):

5. **Details of Event: (Check all that apply and provide details)**

- Alcohol will be served (City License Required) _____
- Food and/or non-alcoholic beverages will be offered _____
- Public street(s) will be closed _____
- Parade will be conducted _____
- Carnival activities/mechanical devices will be involved _____
- Fireworks/fire displays will be conducted _____
- Live/recorded amplified music or presentations will be offered _____
- Raffle will be offered (City License Required) _____
- City services will be used (i.e., electricity, water, police assistance) _____

6. **Attachments**

- Letter(s) from Property Owner(s) authorizing the Applicant to utilize their property for temporary event activities.
- Site Plan illustrating location, layout of event, parking and all temporary structures (fence, stage, tent, toilets, furniture).
- Certificate of Liability Insurance, naming the City of Warrenville as an additional noncontributory primary insured with limits not less than \$1,000,000 (if the event is located wholly or partly on City property). In addition, a certificate of insurance from all participating vendors (i.e. food, seller, carnival, etc.) must be provided, identifying the City as additionally insured. Depending upon the activity, additional insurance may be required (i.e. dram shop).
- Hold Harmless Agreement approved by the City (if the event is located wholly or partly on City property).

7. **Signature and Name of Person Applying.**

I certify that the above information is true and accurate to the best of my knowledge and belief, and that I have thoroughly reviewed the regulations outlined in Title 3, Chapter 17 of the City of Warrenville City Code.

Dated: _____

Name of Applicant: _____
(Please Print)

By: _____
(Signature)

FOR OFFICE USE:

Project Number: _____ Date Submitted/Paid (\$500 Filing Fee): _____

Plan Commission and City Council Approval: Required Not Required

Special Conditions: _____

Approved By: _____ Date Approved: _____

Issued By: _____ Date Issued: _____