



TEMPORARY USE PERMIT APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY APPLICANT:

Date: _____

TEMPORARY USE TYPE (CHECK ONE)

- | | |
|---|--|
| <input type="checkbox"/> Farmers' Market | <input type="checkbox"/> Temporary Outdoor Sales (i.e. Christmas tree lots) |
| <input type="checkbox"/> Temporary Mobile Sales | <input type="checkbox"/> Real Estate Sales Office/Model Unit |
| <input type="checkbox"/> Temporary Contractor's Office | <input type="checkbox"/> Dumpsters (Without an Active Building Permit) |
| <input type="checkbox"/> Temporary Outdoor Entertainment/Promotional Event | |
| <input type="checkbox"/> Temporary Outdoor Storage Containers (Non-Residential Properties) | |
| <input type="checkbox"/> Other—Describe: | |
- _____

LOCATION OF SUBJECT PROPERTY (where Temporary Use is proposed)

Address: _____

Pin Number: _____

Present Use of Property: _____

Applicant Name (contact person): _____

Address: _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Owner Name (if different than applicant): _____

Owner Address: _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Proof of Standing Provided: _____

(proof of ownership, control, authorization, etc.—attach with application materials)

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge and further understand that this Application and attachments become part of the Official Records of the Village of Gurnee; (2) Applicant has read and understands all information in this application; and (3) Applicant understands the submittal of inaccurate or incomplete information or plans may result in processing delays.

Signature of Applicant

Date:

Signature of Owner (if different from the applicant)

Date:

Provide a description stating the reason for the Temporary Use (use a separate sheet if necessary):

Time Frame for the placement of the Temporary Use:

From: _____ To _____
Date (Month, Day, Year) Date (Month, Day, Year)

Total number of days requested for Temporary Use: _____

THE FOLLOWING SUPPLEMENTAL INFORMATION MUST BE PROVIDED FOR ***ALL TEMPORARY USES*** AT THE TIME OF SUBMISSION.

FAILURE TO PROVIDE ANY OF THE FOLLOWING INFORMATION MAY DELAY THE REVIEW PROCESS:

- A survey/site plan (to a useable scale) of the property to be used, rented, or leased for the temporary use, including all information necessary to accurately locate and portray the property and the location of the temporary use. Staff will need to know exactly where your temporary use is proposed and the size (length, width, height) of all structures/tents, etc., proposed with the temporary use.
- A written description and/or drawing of the location of the proposed temporary use or structure.
- Sufficient information to determine the yard requirements (setbacks), sanitary facilities, and availability of off-street parking spaces to adequately service the proposed temporary use or structure.
- Such other data and certification as may reasonably be required by the Zoning Administrator to reach a determination that the proposed temporary use or structure will comply with the Ordinance. This includes, but is not limited to, information required for your proposed temporary use as described in Article 8.3 of the Zoning Ordinance (summary is attached for your reference.)
- Other common information required (which may or may not apply to your proposal):
 - If tents are proposed to be used, must provide flame-spread certificate from supplier. (Fire Department)
 - If temporary lighting is to be used, provide information as to where it will be placed, and wattage (staff will provide additional requirements for lighting upon request).
 - If proposal includes **Food** you need Lake County Health Dept. Approvals. (separate from Village of Gurnee)
 - Details of any signage to be used. Show dimensions of signage, what signage is to say, and location/placement (include setbacks from roadways). (will require additional sign permit)
 - Provide letter indicating that all sales tax generated from sale will be reported to the Village of Gurnee, in addition the letter should state that the ST566 Form, Taxable Location section, will reflect the Village of Gurnee, and the location code is 049-0010.
 - Contact Village Finance Dept. to obtain a temporary Business License (847)599-7500. Submit a temporary business license application to the Finance Department for any Temporary Business Use or Sales in accordance with the Village's Business License requirements.
 - If requesting a carnival, provide a list of employees. Contact the Police Department for more info (847) -599-7050.
 - If there are any animals, applicant needs to provide a vendor license from the US Dept. of Agriculture.
 - For Temporary Outdoor Storage Containers, provide the following: Size (in square feet) of the building or business applying for permit; Company Name from which applicant is renting container from; Total percentage area of the container as it relates to the total area of the associated permanent structure for the business; Number of containers; Surface material type on which the container will be located (i.e. concrete, asphalt, etc.); Written documentation that states the nature and condition of all materials intended to be stored within the container and a copy of the manufacturer's specification sheet for the proposed container.