

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

TEMPORARY USE PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

OTHER CONTACT INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

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For Office Use Only

Submission Checklist: Application Complete Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

TEMPORARY USE PERMIT WORKSHEET

DESCRIPTION

Requested Dates: From: _____ Thru: _____

Proposed Use (Check One)? Outdoor café Flea market, car/craft show Garden center Tree sales
 Special event Subdivision sales Farmer's Market Banking Facility

Additional Comments: _____

Village of South Elgin
Temporary Use Permit Fact Sheet



MINIMUM REQUIREMENTS:

1. All temporary structures or uses: (§154.046)
 - a. Shall meet the adopted building code of the village where applicable;
 - b. Shall not block handicapped accessibility to a permanent structure or use;
 - c. Shall not block ingress or egress to a site;
 - d. Shall not block the sight triangle on a site;
 - e. Shall not cause significant traffic disruption on a public street, nor occupy any public right-of-way, without the prior consent of the village;
 - f. Shall not reduce parking on a site by more than 50%;
 - g. Are subject to the setback requirements of the zoning district unless otherwise;
 - h. Shall apply separately for a temporary sign permit when applicable.
2. The following temporary uses **require a permit** and must adhere to the rules listed above and any special rules listed below. (§154.046)
 - a. **Special events** are allowed in any non- residential district or on church or school property when operated or sponsored by a religious, civic, or institutional not-for-profit group for a period not to exceed one week, except for Christmas tree sales are limited to 30 days. The special event may encroach on any yard so long as proper site lines and other traffic safety items are observed. The fee for a special event is \$10. The use of public property for a special event is generally prohibited except as authorized by the Chief of Police of South Elgin. Minor events that are located on private property and do not take up parking spaces or drive aisles with equipment, tents or like activities do not require a permit. (See Christmas tree sales)
 - b. **Temporary garden centers** are allowed in all business districts where they are accessory to the primary use on the zoning lot. The temporary sales are restricted to operate between April 1 and September 30 of each year. Temporary sales areas must be kept in a neat and orderly fashion and must not be allowed to spill out onto primary drive aisles or cause a driving hazard in any way.
 - c. **Outdoor cafe; temporary seating** is allowed as an accessory use to any restaurant in a business district. Outdoor seating must be adjacent to primary business street or sidewalk frontage. Outdoor furnishing materials and their color shall be selected for their harmony with primary structure. At least one trash receptacle shall be provided for patrons. The operation of outdoor cafes shall be permitted between May 1 and September 30 of each year.
 - d. **Christmas tree sales**, when located on a lot not less than five acres located in a B-2, B-3, VC-PD, or B-5 District for a period not to exceed 30 days. Such use need not comply with the yard requirements of this chapter, provided that no trees shall be displayed within ten feet of any driveway or street right-of-way or within 30 feet of the intersection of the rights-of- way of any two streets. (See Special events)
 - e. **Flea markets, car shows and arts and craft shows** are allowed in any B-5 District on a lot greater than five acres in size. These events are allowed one time per year on a zoning lot for a period not to exceed three business days and between May 1 and September 30 of the year. Car shows that do not offer cars for sale and occupy only legal parking stalls are exempt from this chapter.
 - f. **Farmers markets** are allowed as a temporary use in the VC-PD. Farmers markets are limited to operation between May 1 and September 30 of the year and are limited to three days per week between the hours of 7:00 a.m. and 7:00 p.m.
 - g. **Subdivision sales offices**, sometimes in a model home, when incidental to a new housing development. No such use may be used for sleeping or cooking purposes and may continue only until all dwelling units in the development have been sold or leased.
 - i. Fences may be located on lots used for subdivision sales offices and model homes provided that such fences comply with the provisions of §154.045(D)(2), except that:

- ii. Points of access be provided as required by the Zoning Administrator for persons, equipment and vehicles which may be required in case of emergency.
 - iii. Fences may be located in the required front or corner side yard provided the fence does not exceed three and one-half feet in height and is constructed of natural materials.
 - h. **Temporary banking facility** shall be permitted to operate in a B-2 or B-5 District if one of the following conditions exist:
 - i. The existing permanent facility has been rendered inhabitable by reason of fire, flood, earthquake or other disaster;
 - ii. The approved permanent facility is substantially under construction and is in excess of 15,000 gross square feet, which would result in an extended construction time frame to complete the permanent facility.
3. The following temporary uses and structures **do not require a permit** from the Community Development Office, but are subject to certain rules as listed below. (§154.046)
- a. **Contractors' offices** and equipment sheds and trailers, when accessory to a construction project and only for the duration of the project while building permits are in effect and provided that such office or equipment shed or trailer is located on the premises undergoing construction. No such office, shed or trailer shall contain sleeping accommodations or cooking facilities. Such use shall be removed upon the lapse of building permits or issuance of the last occupancy certificate and shall be screened from view with a fence or landscaping.
 - b. **Garage or yard sales, estate sales and house auctions** when conducted on private property in a residential district for the display and sale of household and personal items, provided such use occurs for a period not to exceed six days in a calendar year.
 - c. **Temporary storage units** used for moving in residential areas are allowed for a period not to exceed 45 days. The units must be stored in the driveway and may not block sidewalks or be in the public right-of-way.
 - d. **Sidewalk sales**, when conducted on private property in a commercial district incidental to the business located on the lot provided such use is conducted in conjunction with a special event or promotion which is related to or sponsored by the business on the lot and conducted adjacent to the entrance of said business, and that such use occurs for a period not to exceed four days and not to occur more than three times in a calendar year.
 - e. **Seasonal sales of farm produce**, grown on the premises in an F-1 District, for a period not to exceed four months in any calendar year. Structures incidental to such sales shall comply with the yard requirements of the district in which it is located.
 - f. **Farms and/or pasturage** are allowed on any lot ten acres or greater, which contains no buildings, as a temporary use in any zone and do not require permit from the village.
4. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.

PERMIT FEE:

- 1. \$30 fee for a temporary use. \$10 for a special event permit. Payable when permit is issued.

INSPECTION REQUIREMENTS:

- 1. An initial inspection is required prior to beginning temporary use. Failure to schedule this inspection will result in penalties.
- 2. A final inspection will be conducted. No scheduling is necessary.

SUBMITTAL REQUIREMENTS:

- 1. Complete, sign and date application.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.