

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 156.07.D:

Temporary structures and uses shall be subject to the requirements of this section.

1. Temporary Structures and Uses Table. Table 156.07.E-1. Temporary Structures and Uses establishes the allowed temporary structures and uses for each zoning district. Table 156.07.E-1 is not an exhaustive list of temporary structures and uses that may be located within the Village. Each structure or use is given one of the following designations for each zoning district.
 - a. Permitted (“P”). A “P” indicates that the temporary structure or use does not require a temporary use permit and is allowed by-right within the designated district provided that it meets all applicable use standards set forth in this Section.
 - b. Permitted with Temporary Use Permit (“T”). A “T” indicates that the temporary structure or use requires the approval of a temporary use permit (refer to § 156.03.C.10 (Temporary Use Permit)) and must meet any applicable use standards set forth in this Section in order to be allowed within the designated district.
 - c. No Designation. The absence of a letter (a blank space) indicates that the use is not allowed within the designated district.
 - d. Use Standards. Temporary structures or uses that are designated as “Permitted” or “Permitted with Temporary Use Permit” may have use standards that must be met, as established in § 156.07.E.2 (Use Standards for Temporary Structures and Uses).

Table 156.07.E-1. Temporary Structures and Uses

Accessory Structures	Districts								Use Standards
	F	R-1	R-2	R-3	B-1	B-2	VC	I	
Contractor Trailer	P	P	P	P	P	P	P	P	See § 156.07.E.2.a
Farmers Market	T	T	T	T	T	T	T	T	See § 156.07.E.2.b
Farmstand	P	P	P	P	P	P	P		None
Garage or Yard Sale	P	P	P	P			P		See § 156.07.E.2.c
Mobile Food Facility					P	P	P	P	See § 156.07.E.2.d
Model Unit	P	P	P	P	P	P	P		See § 156.07.E.2.e
Sidewalk Sale					P	P	P		See § 156.07.E.2.f
Temporary Outdoor Entertainment		T	T	T	T	T	T		See § 156.07.E.2.g
Temporary Outdoor Sale					T	T	T		See § 156.07.E.2.h
Temporary Storage Container	P	P	P	P	P	P	P	P	See § 156.07.E.2.i
Table Key P: Allowed by-right and shall meet the requirements of § 156.07.E.2 (Use Standards for Temporary Structures and Uses) when applicable. T: Allowed with temporary use permit and shall meet the requirements of § 156.07.E.2 (Use Standards for Temporary Structures and Uses) when applicable.									

2. Use Standards for Temporary Structures and Uses. The following standards apply to temporary structures and uses designated as permitted (“P”) or permitted with temporary use permit (“T”) in the districts noted in the “Use Standards” column of Table 156.07.E.1. Temporary Structures and Uses. Temporary uses may be located outdoors or within an enclosed building or structure.
 - a. Contractor Trailer. Contractor trailers shall be limited to the period of active construction of the project. Contractor trailers shall not contain accommodations for sleeping or cooking.
 - b. Farmers Market.
 - (1)Timeframe. The timeframe of a farmers market, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit. A temporary use permit for a farmers market can be issued on a yearly basis, which allows for a schedule of days per week and number of weeks per year.
 - (2)Management Plan Required. A management plan is required for a farmers market, to be submitted as part of the temporary use permit application, that demonstrates the following:
 - (a) The on-site presence of a manager during hours of operation who directs the operations of vendors participating in the market.

- (b) An established set of operating rules addressing the governance structure of the market, hours of operation, and maintenance when open to the public.
 - (c) A general site plan of vendor stalls, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.
 - (d) Provision for waste removal.
 - (e) The days and hours of internal operation, including vendor set-up and take-down times.
- c. Garage or Yard Sale. Garage and rummage sales shall be limited to a period of six days for the same residence within a 12-month period.
- d. Mobile Food Facility.
 - (1)The operator must keep the area clear of litter and debris during business hours and provide a trash receptacle for customer use if such receptacles are not already provided on site or in the right-of-way.
 - (2)Outdoor seating may be provided on the site, but no seating may be permanently installed.
 - (3)A permanent water or wastewater connection is prohibited.
 - (4)Electrical service may be provided only by temporary service or other connection provided by an electric utility, or an on-board generator.
 - (5)Drive-thru service is prohibited.
- e. Model Unit. Model units, including temporary real estate offices, shall be limited to the period of active selling and/or leasing of space in the development, or six months after issuance of the final certificate of occupancy, whichever is less. Model units shall not be used for sleeping, bathing, or cooking purposes.
- f. Sidewalk Sale.
 - (1)Duration. Sidewalk sales shall be limited to a period of four consecutive days. A maximum of three sidewalk sales shall be allowed for the same retailer within a 12-month period.
 - (2)Sidewalk Clearance. A minimum of four feet of sidewalk clearance must remain available for pedestrians in accordance with the Americans with Disabilities Act Accessibility Guidelines.
 - (3)Storage. Merchandise must be stored inside the building during non-business hours.
- g. Temporary Outdoor Entertainment.
 - (1)Duration. Temporary outdoor entertainment shall be limited to a period of seven consecutive days.
 - (2)Frequency. A maximum of two temporary outdoor entertainment permits may be issued per year for any lot.
 - (3)Other Local Regulations. Temporary outdoor entertainment shall comply with the requirements of the Municipal Code (Chapter 112: Amusements) and other local regulations.
 - (4)Temporary Use Permit Application. Approval of the temporary use permit shall be based on the adequacy of the lot area, provision of parking, traffic access, and public safety, as well as the absence of undue adverse impacts on adjacent properties. The temporary use permit application shall include the following:
 - (a) Site Plan. As part of the temporary use permit application, the operator of the event must submit a site plan to the Village prior to the event that illustrates the location of major site components and ingress and egress routes for emergency vehicles.
 - (b) Proof of State Inspection. The operator of the event shall provide proof that all amusement devices have been inspected and approved by the State of Illinois Department of Labor.
 - (5)Bulk and Yard Requirements. Temporary outdoor entertainment is exempt from § 156.06 (Zoning District Regulations).
- h. Temporary Outdoor Sale.
 - (1)Temporary Use Permit Application. Approval of a temporary use permit for a temporary outdoor sale shall be based on the adequacy of the lot area, provision of parking, traffic access, and public safety, as well as the absence of undue adverse impacts on other properties.
 - (2)Duration. Temporary outdoor sale uses shall be limited to a period of up to 45 days. The Zoning Administrator may grant additional time or successive permits through the temporary use permit process.
- i. Temporary Storage Container.
 - (1)Duration. Temporary storage containers shall be located on a lot for a period of no more than 45 consecutive days unless used in conjunction with an approved building permit.
 - (2)Frequency. A maximum of two instances of temporary storage container installation are allowed per year.

(3)Improved Surface. The temporary storage container shall be located on an improved surface.

Containers shall not be permanently attached to the ground, have permanent utility service, or be stacked atop one another.

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.