

Village of New Lenox  
 Community Development  
 1 Veterans Parkway  
 New Lenox, IL 60451  
 815.462.6490  
 815.462.6469(fax)  
 www.newlenox.net

# the Village of New Lenox

*"Home Of Proud Americans"*



## COMMUNITY DEVELOPMENT TEMPORARY USE APPLICATION – SPECIAL EVENT

<b>ADDRESS/DEVELOPMENT NAME:</b>
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<b>PETITIONER INFORMATION:</b>		
<u>PRIMARY CONTACT</u>	<u>MAILING ADDRESS</u>	<u>CITY, STATE, ZIP</u>
<u>PHONE #</u>	<u>E-MAIL ADDRESS</u>	<u>OTHER (CELL # / FAX #)</u>

<b>SITE INFORMATION:</b>		
<u>SITE ADDRESS OR LOCATION</u>	<u>ACRES</u>	<u>PROPERTY ID # (PIN)</u>
<u>EXISTING LAND USE</u>	<u>CURRENT ZONING</u>	
<u>BRIEF DESCRIPTION OF TEMPORARY USE (REQUESTED ACTION)*</u>		

\*Attach additional sheets if necessary

<b>OTHER APPLICANT AND INTERESTED PARTIES:</b>				
	NAME	COMPANY	MAILING ADDRESS	PHONE # / E-MAIL
<b>PETITIONER</b>				
<b>OWNER</b>				
<b>DEVELOPER(S)</b>				
<b>LAND PLANNER</b>				
<b>ENGINEER</b>				
<b>AGENT/ATTORNEY</b>				

<b>SURROUNDING ZONING AND LAND USE:</b>			
	ZONING	JURISDICTION (VILLAGE OR COUNTY)	LAND USE
<b>NORTH</b>			
<b>SOUTH</b>			
<b>EAST</b>			
<b>WEST</b>			

**SPECIAL NOTE TO PETITIONERS:**

- A. A special event permit is allowed in the C-1, C-2, C-3, C-4, C-5, C-6, and C-7 Commercial Districts, I-1 Limited Industrial District, and H Hospital District.
- B. Effective Period: Once approved, the temporary use is valid for no more than four (4) consecutive days.
- C. Each business shall be permitted a maximum of four (4) special event permits per calendar year. There shall be a minimum of thirty (30) calendar days between special event permits issued for the same location. A separate Special Event Temporary Use Application must be submitted for each special event.

**CHECKLIST OF REQUIRED TEMPORARY USE APPLICATION ITEMS - SPECIAL EVENT:**

- One (1) original completed "Temporary Use Application - Special Event" form and five (5) copies.
- One (1) original and five (5) copies of a written statement explaining the types of all activities proposed during the special event, such as outdoor entertainment, sale of alcoholic beverages, security, and crowd control measures. The proposed hours of operation of the special event shall also be noted.
- Five (5) copies of a site plan drawn to scale depicting the location of all proposed accessory structures, including but not limited to, all proposed tents, stages, speakers, inflatable screens, and temporary restroom facilities. Temporary fencing or other security measures may be required by the Village.
- Five (5) copies of a parking plan, indicating the number of parking spaces to be lost during the duration of the special event and making accommodations for additional parking so that an adequate number of parking spaces are provided for the business and special event.
- Five (5) copies of a handicap accessibility plan.
- Five (5) copies of an exterior lighting plan depicting all temporary lighting fixtures, power supplies and extension cords.
- Submit one (1) copy of the application and supporting documents to the applicable Fire District for review and comments.
- Submit one (1) copy of the application and supporting documents to the Will County Health Department for review and approval if food is being served.
- Certificate of Insurance indicating General Liability coverage in the amount of \$1,000,000.00 and listing the Village of New Lenox as additionally insured.
- Payment of the \$100 review fee.

I, \_\_\_\_\_, the Petitioner, hereby appeal to the Corporate Authorities of the Village of New Lenox, Will County, Illinois, for a temporary use for a special event in accordance with the information provided in this application. I certify that the information and statements contained in this application and the documents submitted herewith are true and factual to the best of my knowledge.

I understand that all correspondence from Village staff, including Village consultants, will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the application.

BY: \_\_\_\_\_  
PETITIONER

Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)