



TEMPORARY USE APPLICATION – SPECIAL EVENT

Development Name and/or Address: _____

Petitioner Information:

Primary Contact: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____
Phone #: _____ Email: _____ Cell #: _____

Site Information:

Site Address or Location: _____ Acres: _____ Property ID # (PIN): _____
Existing Land Use: _____ Current Zoning: _____
Brief Description of the Proposed Development (Attach additional sheets if necessary): _____

Other Applicant and Interested Parties:

Name	Company	Address	Phone # / Email
Petitioner: _____			
Owner: _____			
Developer(s): _____			
Land Planner: _____			
Engineer: _____			
Agent/Attorney: _____			

Surrounding Zoning and Land Use:

Zoning	Jurisdiction (Village or County)	Land Use
North: _____		
South: _____		
East: _____		
West: _____		

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 Special Event Application Items

- 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 site plan approval 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_____.

(Seal)

Notary Public