

TEMPORARY USE PERMIT GUIDELINES

1. Approval of a Temporary Use Permit may require compliance with the following performance standards and any further conditions deemed necessary by the City Council in order to reduce possible detrimental effects to surrounding developments and to protect the public health, safety and welfare:
 - A. *Noise*: Noise shall not be generated by any use to the point of disturbing the peace, quiet and comfort of neighboring residences or businesses.
 - B. *Parking*: Adequate parking shall be provided. All parking shall be located on the same property as the temporary use unless specific accommodations have been made for remote/shuttle parking in which case detailed parking/shuttle plan must be provided with application and approved by the City Council. Public rights-of-way shall **NOT** be used for parking.
 - C. *Location*: No permit shall be issued for a use at a location of which is deemed to be potentially hazardous to the public. This includes, but is not limited to, heavily congested and/or trafficked areas where the use may impede or inconvenience the public. No use shall be permitted in a public right-of-way.
 - D. *Sanitation*: All requirements of the McHenry County Health Department and/or other regulatory health authorities shall be met. Provisions for disposal of solid waste shall be required for all uses.
 - E. *Signs*: All signs utilized for or advertising a temporary use require issuance of a separate permit and will be charged a separate fee. No off-site signs shall be displayed.
 - F. *Lighting*: All lighting sources shall be aimed or shielded so that the direct illumination shall be confined to the property boundaries of the light source. The operation of searchlights or similar lighting is prohibited.
 - G. *Other Permits*: Any required Health Department or County raffle license shall be obtained.
 - H. *Site Management*: The site shall be maintained and left clean and free of debris at the end of each day and at the conclusion of the event for which the Temporary Use Permit has been issued.
 - I. *Compliance with All Regulations*: Compliance with all applicable Federal, State, County and local regulations and ordinances shall be maintained during the temporary use.
 - J. *Access*: Pedestrian and vehicular access/circulation shall not be impaired by the temporary use.
 - K. *Contact Information*: The contact person provided in the application for the temporary use permit **MUST** be available at all times during the temporary use activity.
 - L. *Conclusion of Event*: The temporary use will cease on the date printed on the Temporary Use Permit. All related equipment, supplies, product and personnel shall be removed from the site on said date.
 - M. *Security*: Proof of adequate security must be demonstrated to the satisfaction of the City of McHenry Police Department if applicable.
 - N. *Conditions*: The City of McHenry reserves the right to place additional conditions and/or requirements on the Temporary Use Permit at the time of its issuance.

CITY OF MCHENRY

PERMIT NO. _____

TEMPORARY USE PERMIT APPLICATION

APPLICANT NAME: _____

ADDRESS: _____

(City:) _____ (State:) _____ (Zip:) _____

PHONE: (____) _____ MOBILE: (____) _____

FAX: (____) _____ E-MAIL: _____

EVENT DATE(S)/HOURS: _____

EVENT ADDRESS: _____

GENERAL EVENT DESCRIPTION: _____

EXISTING LAND USE: _____

SETUP:(Date) _____ TAKE DOWN:(Date) _____

OPEN TO PUBLIC: YES: NO (Invitation only) ATTENDANCE (Projected) _____

ADMISSION FEE: YES: \$ _____ NONE

PARKING: NO. OF VEHICLES: _____ SELF VALET REMOTE/SHUTTLE

MUSIC: NONE YES (If yes) ACOUSTIC AMPLIFIED

TEMPORARY STRUCTURES: NO YES (If yes, indicate number, size, and type)

WILL EVENT BE ADVERTISED?: NO: YES: (If yes, indicate where and how)

PYROTECHNICS: NO: YES: (If yes describe)

SUBMITTAL CHECKLIST

- Completed temporary use permit application. (including property owner signature).
- Two copies of site plan showing event layout, location of all structures (existing and/or temporary), property lines, abutting streets, ingress/egress.
- Two copies of a parking plan including on site and/or remote parking/shuttle.
- Completed sign permit application, if applicable.

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS ACCURATE AND TRUE AND THAT I WILL ABIDE BY ALL CITY OF MCHENRY ORDINANCES AND CODES RELATING TO THE ISSUANCE OF THIS TEMPORARY USE PERMIT.

SIGNED: _____ **DATE:** _____
(OWNER OR AUTHORIZED AGENT)

SIGNED: _____ **DATE:** _____
(PROPERTY OWNER)

THIS PERMIT IS GRANTED AND ACCEPTED WITH THE EXPRESS UNDERSTANDING AND AGREEMENT THAT SAID TEMPORARY USE SHALL CONFORM IN ALL RESPECTS WITH THE ORDINANCES OF THE CITY OF MCHENRY AS NOW IN FORCE.

_____ **DATE:** _____
(DIRECTOR,, CONSTRUCTION AND NEIGHBORHOOD SERVICES)

OFFICE USE ONLY
ZONING DIST: _____
PERMIT FEES
FEE: _____
DEPOSIT: _____
COPIES: _____
TOTAL: _____
EXPIRATION DATE: _____
COUNCIL ACTION:
DATE: _____
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
W/ CONDITIONS : YES <input type="checkbox"/> NO: <input type="checkbox"/>