



Development Services Department
10987 Main Street • Huntley, Illinois 60142 • 847-515-5252
www.huntley.il.us inspections@huntley.il.us

TEMPORARY USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event _____
Description of Event _____
Address & Location of Event _____
Date(s) of Event _____ Time _____

APPLICANT INFORMATION

Applicant Name _____ Phone Number _____
Organization/Company _____
Applicant Address _____
Applicant Email _____

PRIMARY CONTRACTOR INFORMATION (i.e. Tent Installer, Event Set-Up, etc.)

Business Name _____ Contact _____
Address of Business _____
Phone # _____ Email _____
Contractor Type _____ Registration # _____

For Office Use Only

PERMIT NUMBER _____ DATE RECEIVED _____
TOTAL FEE _____ METHOD OF PAYMENT _____ RECEIVED BY _____
APPROVED BY _____ DATE: _____

TEMPORARY USE PERMIT APPLICATION CHECKLIST

An application for a Temporary Use Permit shall be filed with the Development Services Department at least thirty 30 days prior to the event. The application shall include the following documentation listed. Additional information may be required dependent on the size and location of the event.

- I have submitted a signed **Temporary Use Permit Application** with approval from property owner? YES NO
- I have included a **written description** of the event? YES NO
- I have included a **site plan** which displays the location of the event, traffic access, parking and stall count, tents, tables, seating, staging, signage, fencing, and other related information as applicable. YES NO
- A **tent** will be installed on site? YES NO
 If yes, include information relating to the tent location, size, how it will be affixed to the ground, and the certificate of flame resistance.
- **Signage** will be installed on site / off site / right of way? YES NO
 If yes, please also complete a *Sign Permit Application* and provide information relating to sign number, size, type, and location.
- A **generator** will be installed on site? YES NO
 If yes, include information relating to generator location, electrical supply and connection.
- **Alcohol** will be served on site? YES NO
- **Music** will be played / performed on site? YES NO
- A **food truck** will be parked on site? YES NO
 If yes, please also complete a *Food Truck Event Application*.

ACKNOWLEDGEMENT

By signing below, I certify that:

I acknowledge this application, having been filed with the Village at least thirty (30) days prior to the event, is subject to the review and approval of the Village in accordance with the standards and use limitations for Temporary Uses as set forth in Article XI of the Village's Zoning Ordinance. I acknowledge that additional terms and conditions may be imposed as determined reasonably necessary to achieve the purposes of the Ordinance and to protect the public health, safety, and welfare. I acknowledge a Temporary Use Permit may be denied or revoked at any time by failing to comply with these standards, limitations, terms, conditions, and all other Village codes as established.

PROPERTY OWNER

SIGNED THIS ____ DAY OF _____, 20__

BY _____
(PRINTED NAME)

(SIGNATURE)

(ADDRESS)

APPLICANT

SIGNED THIS ____ DAY OF _____, 20__

BY _____
(PRINTED NAME)

(SIGNATURE)

(TITLE)