



TEMPORARY USE PERMIT WORKSHEET

A Temporary Use Permit shall be required prior to the establishment of any new temporary use marked "T" in the use tables, as set forth in Sections 3-108, 4-108, 5-108, 6-108, 7-108, and 8-108. Upon receipt of a complete application, as determined by staff, a review of the requested permit application will be performed to verify the proposal meets Code requirements. All required application materials must be submitted to the Department of Development & Planning Services.

The initial submittal **MUST** contain:

- ☐ 1 electronic version (PDF) of all application materials.

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Applicant Information

Legal Name _____

Primary Contact: _____

Company _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: _____

Size of Property: _____ (square feet/acres)

Size of Building Space, if applicable: _____ (square feet)

Current Zoning¹: _____

Current Use of the Property: _____

Proposed Temporary Use

Structure/Use: _____

Time Period: _____

Hours of Operation (if applicable): _____

REQUIRED MATERIALS FOR SUBMISSION

☐ Written Explanation of Application Request

Attach a written statement explaining the general details of the proposal.

- **Address Additional Regulations**

Temporary uses that require a permit have additional regulations which are listed in their respective articles: Single family 3-108, Multi Family 4-108, Office 5-108, Commercial 6-108, Industrial 7-108, and Institutional and Open Space 8-108. **Please provide detailed written responses addressing each item.**

☐ **Graphic Depiction of Existing Conditions**

A proposed set of plans depicting the existing conditions of the site must be submitted with the application. The plans should include such items as:

- Existing Site Conditions/Plat of Survey
- Tree Survey and Protection Plan (as applicable)

☐ **Proposed Plans**

A proposed set of plans shall include such items as:

- Proposed Site Plan Depicting:
 - location of proposed use/structures in relation to required setbacks and yards and principal building
 - size of proposed area to be used/structure to be erected (include all dimensions)
 - location of parking and loading area (if impacted, and as applicable)
 - location of any proposed signs and fences/barriers
 - location, designation and total area of all usable open space
- Vehicular and Pedestrian Circulation Plan (as applicable)

Instructions for Submitting Electronic Files

When submitting a zoning or subdivision relief application with the Village you must submit **one electronic copy** of your application submittal and that you follow the instructions below.

1. The electronic copy of your submittal should be submitted on a USB flash drive (also known as a memory stick, a clip drive, thumb drive, etc.) or via email directly to staff as pdf attachments NOT in a zip file or dropbox.
2. **Each electronic file must be submitted as a PDF file cannot be larger than 20 MB.**
3. The files should contain descriptive filenames; for example, landscape plans should be labeled "Landscape Plans – 1-21-16" rather than some internal file naming system such as "LAN 345662-Z". As included in the example of a filename, the filename should also contain the most recent revision date of the file "Landscape Plans – 1-21-16"
4. The files should be organized in a numeric order separate the number from the rest of the file name by a dash (-). For example:
 - 1–Application Form
 - 2–Special Permit Worksheet
 - 3–Site Plan – 1-21-16
 - 4–Landscape Plan – 1-24-16
5. If a subset of plan sheets, such as landscape plans, consists of more than one sheet, the sheets should be combined and submitted as one electronic file. Each individual sheet should not be submitted as a separate file. If combining all the plan sheets into one electronic file results in a file larger than 20 MB, then separating the electronic file into two files would be appropriate.

Please share the above electronic submittal requirements with everyone on your design team.

