

Community Development Department8999 West 123rd Street

Palos Park, IL 60464

Phone: 708-671-3730

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Web: www.palospark.org

Application Date: _____

File #: _____

TEMPORARY OUTDOOR EVENT APPLICATION

A Temporary Use Permit authorizes the short-term operation of specific activities and the placement of temporary structures on private property. This permit governs temporary uses occurring entirely within the boundaries of a parcel. Any temporary uses occupying the public right-of-way are regulated separately under the Codified Ordinances of the Village of Palos Park. Permit applications may be submitted by the property owner or an authorized representative with express written consent. All applications must be formally filed with the Zoning Administrator.

SECTION I - GENERAL INFORMATION

Property Address	PIN Number	Zoning District
Property Owner's Name	Property Owner's Mailing Address	
Property Owner's Phone #	Property Owner's Cell Phone #	Property Owner's E-mail Address

SECTION II - PROJECT DETAILS

- Required Items:** ☐ Management Plan (text) ☐ Established Set of Operating Rules (text) ☐ Plat of Survey/Site Plan (illustrate layout)
☐ Parking & Loading Management Plan (text) ☐ Temporary Lighting Plan (illustrate layout) ☐ Temporary Signage Plan (text), if necessary

Temporary Outdoor Event

1. The timeframe of a temporary outdoor event, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit. _____
2. Temporary outdoor events in the residential districts are restricted to those events associated with and conducted by an institutional use within the district, such as a place of worship or educational facility, and must take place entirely on the lot containing the institutional use. _____
3. A management plan is required and must be approved as part of the permit application that demonstrates the following:
 - a. General layout of performance or sales areas, visitor facilities, such as any seating areas and restrooms, parking areas, and all ingress and egress points to the site. _____
 - b. An established set of operating rules addressing the governance structure of the event, hours of operation, maintenance, and security requirements. _____
 - c. The on-site presence of a manager during the event. _____
 - d. Provision for waste removal and for recycling. _____
 - e. The days and hours of operation, including set-up and take-down times. _____
 - f. A description of crowd control and security measures. _____
 - g. A lighting plan describing all temporary lighting to be installed. _____
 - h. A parking and loading management plan. _____
4. Any temporary structures must be removed within seven (7) days of conclusion of the event. _____
5. No expansion into public right-of-way is allowed without additional required approvals. _____

SECTION III - SIGNATURE I, the undersigned, certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village Officials for the purpose of inspections related to this request.

Owner/Applicant Signature	Owner/Applicant Printed Name	Date
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