



**McHenry County
Department of Planning and Development**

www.co.mchenry.il.us/plandev

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APPLICATION FOR A TEMPORARY USE PERMIT
Must be submitted at least 30 days prior to the event

Applicant's **Name, Address, and Phone number**

Applicant's **E-mail address**

Address and Parcel Identification Number (PIN) of the Temporary Use Location

A description of the **proposed use**

Anticipated **number of participants**

Date(s) and hours of event

Today's Date

The applicant is responsible for providing sufficient written information on the following. A permit shall be issued only if the information is submitted to the satisfaction of the Code Enforcement Officer.

	Provided	N/A
• Provisions for waste disposal (solid, human, and debris) (Provide documentation)	-----	-----
• Provision for temporary food service (Provide copy of Health Department application)	-----	-----
• Written security plan (If required, provide security detail plan approved by Sheriff's Office)	-----	-----
• Paved or graded ingress and egress for emergency, police and regulatory traffic	-----	-----
• General liability insurance (Provide copy of insurance certificate)	-----	-----
• Copy of liquor license and dram shop insurance (When liquor is being sold)	-----	-----
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OR: Liquor will not be sold at this event

Signature Required

• Yard requirements (Provide map showing location of proposed use)	-----	-----
• Parking space (Provide detailed drawing of available parking spaces and isles)	-----	-----
• Traffic control (Provide approval from the appropriate agency having jurisdiction)	-----	-----
• Provisions for clearing debris (Provide documentation)	-----	-----

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Signature of Applicant

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Date

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Signature of Owner/Trustee, if not Applicant

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Date