



**McHenry County
Department of Planning and Development**

www.co.mchenry.il.us/plandev

OFFICE: McHenry County Admin. Bldg.
667 Ware Road, Woodstock, Illinois

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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)	-----	-----
•		

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)	-----	-----

.....
Signature of Applicant

.....
Date

.....
Signature of Owner/Trustee, if not Applicant

.....
Date



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Below are general standards for Temporary Use Permits, per the McHenry County Unified Development Ordinance (UDO). Additional standards may also be found within the UDO for each specific type of Temporary Use.

TEMPORARY USE PERMIT STANDARDS (§16.20.100)

Every application for temporary use shall include sufficient documentation to show compliance with the following standards:

1. The temporary use will not cause or threaten to cause an on-site or off-site threat to the public health, safety, and welfare.
2. The temporary use will be operated in accordance with fire department restrictions and conditions.
3. The additional vehicular traffic reasonably expected to be generated by a temporary use will not have undue detrimental effects on surrounding streets and uses, and does not block handicapped or fire lanes.
4. The temporary use will not unreasonably reduce the amount of parking spaces available for use in connection with any permanent uses located on the lot in question.
5. The temporary use will not conflict with another previously authorized temporary use for the same site.
6. Provisions have been made for waste disposal (solid and human) and for clearing debris, to be approved by the Department of Health.
7. Temporary food establishments will be operated in accordance with County ordinances, to be approved by the Department of Health.
8. A security plan acceptable to the McHenry County Sheriff with security personnel provided by an Illinois-licensed security contractor agency licensed by the State of Illinois Department of Financial and Professional Regulations to provide such security services, or by the Sheriff's Department.
9. The location of paved or graded ingress and egress for emergency, police, and regulatory traffic, including parking areas and traffic control locations.
10. General liability insurance is required for all temporary use events. If the temporary use permit is for a fireworks display, the County shall be listed as a named insured. Additionally, dram shop insurance is required for any temporary use event at which liquor is to be sold.
11. If applicable, the appropriate liquor license, issued pursuant to the McHenry County Liquor Control Ordinance.
12. All other state and/or federal permits have been issued, as required.
13. The maximum number of persons to be on-site per day, including participants and spectators.
14. All structures used for a temporary use meet the building-code requirements for that occupancy.
15. The time required for event set-up and tear-down is specified and reasonable.
16. All temporary use events with an anticipated attendance of greater than 2,500 shall have an Incident Action Plan approved by the McHenry County Emergency Management Agency. The Incident Action Plan shall include law enforcement, fire, public health, and public works/transportation roles and responsibilities during the operational periods of the event. The McHenry County Emergency Management Agency will coordinate development of the Incident Action Plan with the applicant and appropriate agencies.

Temporary *Nonstructural* Signs are exempt from regulation under the McHenry County Unified Development Ordinance. Regulations on Temporary Structural Signs are found below:

TEMPORARY STRUCTURAL SIGNS (§16.72.100)

- A. All uses in all districts are permitted one (1) temporary structural sign per street frontage in addition to the signs allowed in §16.72.110B. (Ground Signs).
- B. Temporary structural signs must meet the requirements of §16.72.110B, except as otherwise expressly permitted or restricted by this section.
- C. Temporary structural signs do not require a sign permit. Temporary structural signs may be required to obtain a building permit for their structural or electrical components.
- D. Temporary structural signs may be erected for a limited period of display not exceeding one hundred twenty (120) days and shall be removed following the allowed display period.
- E. Temporary structural signs shall be set back a minimum of five (5) feet from any side lot line and five (5) feet from any front lot line. No part of a temporary structural sign may encroach onto a public right-of-way.
- F. Temporary structural signs located adjacent to roads identified as Regional Transportation Corridors are limited to thirty-two (32) square feet in size and ten (10) feet in height.
- G. Temporary structural signs located adjacent to roads not identified as Regional Transportation Corridors are limited to sixteen (16) square feet in size and ten (10) feet in height.
- H. Temporary structural signs shall not be internally illuminated and may not include a digital component.
- I. Temporary structural signs may be externally illuminated until 10:00 PM.
- J. No prohibited sign as identified in §16.72.080 (Prohibited Signs) of this ordinance shall be used as a temporary structural sign.
- K. Temporary structural signs may be used to display a noncommercial message under the same standards as the display of a commercial message, unless otherwise allowed or restricted by State laws including, but not limited to, the Illinois Election Code and/or 10 ILCS 5/1-1 *et seq.* as enforced by State Board of Elections or other appropriate officials.
- L. Temporary structural signs shall not be utilized to display an off-premises commercial advertising message unless it complies with either: Table 16.32-1: Zoning District Uses and § 16.56.030EE (Off-Premises Commercial Advertising Sign); or §16.72.120 (Temporary Off-Premises Commercial Advertising Message).