

**APPLICATIONS FOR
TEMPORARY USE
PERMITS MUST BE
MADE 30 DAYS
PRIOR TO EACH
EVENT**



**McHENRY COUNTY
PLANNING AND DEVELOPMENT
DEPARTMENT**
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**TEMPORARY USE
PERMITS**

GENERAL INFORMATION FOR TEMPORARY USES

In unincorporated McHenry County a Temporary Use Permit is required for:

- Temporary Agritourism Events
- Temporary Entertainment Events
- Temporary Fireworks Display
- Temporary Farmers Markets
- Temporary Sales Event
- Temporary Emergency Residence
- Temporary Homeless/Domestic Violence Shelter
- Temporary Portable Batch Plant
- Temporary Real Estate Project Sales Office
- Temporary Contractor's Office
- It is the intent to govern the operation of certain transitory or seasonal uses. Each type of Temporary Use is limited by a time period and number of events per year based on the zoning district of the property.
- To obtain the full list of Temporary Uses and their requirements, refer to Sections 5.10 and 14.4 of the McHenry County Unified Development Ordinance, which can be found on our website.

Permits for Temporary Use

Applications for a temporary use permit shall be made to the Planning and Development Department at least 30 days before commencement of the temporary use and shall contain the following information:

- Location of temporary use, which shall include the address, legal description and/or the property index number (s) to be used, rented or leased.
- Description of the proposed use and approximate number of spectator's/participants.
- Applicant & owner's signatures.
- Sufficient written information and supporting documentation to determine compliance with ordinances in effect.
- Provisions for waste disposal (solid & human).
- Provisions for temporary food service.
- A security plan or contract approved by the Sheriff's Office.
- Paved/graded ingress & egress.
- General liability insurance
- Dram shop insurance (only if alcohol is sold).
- Appropriate liquor license pursuant to the McHenry County Liquor Control Ordinance.

- Site plan showing complete event setup, yard setbacks and parking areas.
- Provisions for cleaning up and removal of garbage and debris
- All other state and/or federal permits, as required and additional information as determined necessary.
- Temporary Use permit fee of \$100 is required 30 days prior to each event.

Issuing Permits

Temporary Use permits shall be issued if other County and State of Illinois permits, if required, have been submitted to the satisfaction of the department. All the conditions specified within Sections 5.10 & 14.4 of the McHenry County Unified Development Ordinance must be met.

