



**APPLICATION FOR A TEMPORARY USE  
NOT OTHERWISE PERMITTED IN THE ZONING DISTRICT**

Date Submitted: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Common Address: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
PIN: \_\_\_\_\_ Fee: \_\_\_\_\_

**OWNER OF PROPERTY:**

Full name: \_\_\_\_\_  
(Full name of individual(s) or legal entity(ies) in record ownership is required)  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**If ownership is in a trust, please attach a trust disclosure form.**

**APPLICANT IF DIFFERENT FROM OWNER:**

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Relationship to record owner or property (i.e., attorney, contract purchaser, lessee, etc.):  
\_\_\_\_\_

**PROPERTY INFORMATION: (Please attach a full legal description to this application)**

Existing Zoning of Property (permitted only in business zoning districts): \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
Zoning of Surrounding Properties in all directions: \_\_\_\_\_  
Use of Surrounding Properties in all directions: \_\_\_\_\_

**PROPOSED USE:**

1. State the nature of the use proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. State the dates on which the temporary use will be conducted (except for seasonal outdoor sales and seasonal open sales lots, no more than ten (10) consecutive days; for seasonal outdoor sales, no more than thirty (30) consecutive days; for seasonal open sales lots, no more than eight (8) consecutive weeks): \_\_\_\_\_  
\_\_\_\_\_
3. State whether the applicant has been granted a temporary use permit for the same use within the calendar year and, if yes, the dates for which it was granted (Except for seasonal open sales lots, no more than two (2) permits are allowed within a calendar year):  
\_\_\_\_\_
4. Attach a site plan or sketch to depict the specific location on the property for the temporary use (may not interfere with safe and orderly movement of traffic in the public right of way or, in the case of seasonal outdoor garden sales, with the safe and orderly movement of traffic and persons on private property adjacent to the location): \_\_\_\_\_  
\_\_\_\_\_
5. Identify the principal use on the property where the temporary use is to be located and state how such use is accessory to and consistent with such principal use: \_\_\_\_\_  
\_\_\_\_\_
6. Describe how parking will be provided for the temporary use in addition to the principal use and attach a site plan or sketch depicting the location of the parking and the number of parking spaces: \_\_\_\_\_  
\_\_\_\_\_
7. Describe any temporary structure, such as a tent, awning, spectator stand or seating, shed, trailer, or other structure necessary to the conduct of the temporary use and attach a sketch of plans for such structure (structures must comply with all applicable building, health and safety ordinances of the city and are subject to city inspection): \_\_\_\_\_  
\_\_\_\_\_
8. If required by the DuPage County Health Department for the proposed temporary use, provide a copy of the health certificate.

**OWNER:**  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

Signed and Sworn To Before Me  
 This \_\_\_\_ Day of \_\_\_\_\_, 200\_\_.  
 \_\_\_\_\_  
 Notary Public