

# Village of Spring Grove

7401 Meyer Road Spring Grove, Illinois 60081  
Telephone 815-675-2121 | info@springgrovevillage.com

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

## TEMPORARY USE PERMIT APPLICATION

*Application to be submitted 14 days prior to the intended Village Board meeting. Village Board meetings are held the first and third Tuesdays of each month. Application must be accompanied with a plat of survey, site plan and \$50 application fee.*

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### TEMPORARY USE REQUESTED

- |   |  |
|---|--|
| <input type="checkbox"/> Christmas Tree Sales                 | <input type="checkbox"/> Promotional Activities Involving Display of Goods & Merchandise |
| <input type="checkbox"/> Circus, Carnival, or Fairgrounds     | <input type="checkbox"/> Real Estate Sales Office  |
| <input type="checkbox"/> Contractor's Office & Equipment Shed | <input type="checkbox"/> Roadside Stand  |
| <input type="checkbox"/> Events of Public Interest            | <input type="checkbox"/> Shipping Container and Semi-Trailer                             |
| <input type="checkbox"/> Farmer's Market                      |  |
| <input type="checkbox"/> Flea Market                          |  |

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### APPLICANT INFORMATION

Name: \_\_\_\_\_

Primary Business/Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### PROPERTY OWNER INFORMATION *(if the applicant is not the property owner)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### PROPERTY INFORMATION

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

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### PERMIT INFORMATION

Date(s) \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Alcohol Sold or Consumed  Yes  No Expected Number of Attendees \_\_\_\_\_

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**STANDARDS.** *Temporary uses are subject to specific regulation/standards in addition to the regulations of any zone in which the uses are located. The applicant must present evidence by which their application meets the standards by providing a written narrative explaining how the request satisfies each standard. These standards can be found at the end of the application*

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**DESCRIPTION AND NARRATIVE OF PROPOSED USE.** *Provide sufficient information to determine the yard requirements, waste facilities, available parking, and traffic circulation. This can be done by attaching a site plan drawn to scale showing the location of the temporary use, as well as other structures, improvements, parking areas, features that exist or are proposed on the site, and a brief narrative explaining the site plan. Use a separate page for more space.*

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**PERMIT FEES.** *Depending on the application, the Village may also require a retained personnel fee. In addition, the following temporary uses require a fee once the use has been approved by the Village Board.*

- Christmas Tree Sales - \$300
- Circus, Carnival, or Fairgrounds - \$200/day
- Farmer’s Market - \$100
- Flea Market - \$25
- Roadside Stand - \$100

**SIGNATURES**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if different from owner)

\_\_\_\_\_  
Date

FOR ADMINISTRATIVE USE ONLY	
Reviewed required by (check applicable agency)	Reviewed/Approved by:
<input type="checkbox"/> Spring Grove Police Department	
<input type="checkbox"/> Spring Grove Liquor Commissioner	
<input type="checkbox"/> Spring Grove Public Works Department	
<input type="checkbox"/> Spring Grove Building Inspector	
<input type="checkbox"/> Spring Grove Fire Protection District	
<input type="checkbox"/> McHenry County Health Department	
<input type="checkbox"/> Other	
<input type="checkbox"/> Approved By Village Board	Date:
<input type="checkbox"/> Permit #	Date:

# TEMPORARY USE REGULATIONS

*Temporary uses are allowed in accordance with applicable provisions of the Village's Zoning Ordinance. The applicant must present evidence by which their application meets the standards by providing a written narrative explaining how the request satisfies each standard.*

**TEMPORARY USE PERMIT CRITERIA.** *Temporary use permit applications may be approved after a finding that the following criteria have been addressed:*

1. That the standards listed in Appendix D covering individual temporary uses have been met.
2. The temporary use shall be compatible with surrounding development and traffic generated by the temporary use shall not negatively impact surrounding properties.
3. Permanent alterations to the site of the temporary use are prohibited.
4. No temporary or permanent electrical service or connection shall be installed without an electrical permit.
5. All inspections and permits required by the Village's building and life-safety codes shall be obtained prior to and as a condition of issuance of a temporary use permit.
6. Temporary tents, as well as any other temporary structures erected as part of the temporary use, shall be located so as not to interfere with the normal operations of any permanent use located on the subject property. Tent specifications and a current certificate of flame resistance are required for all tents.
7. Structures and/or display of merchandise shall comply with the yard and property line setback requirements of the zoning district in which the temporary use is located. Items shall not be displayed so as to interfere with traffic or lines of sight.
8. Temporary uses or structures shall not encroach into any required landscaping features.
9. Temporary sanitary facilities shall be provided in accordance with the requirements of the McHenry County Health Department and Illinois State Plumbing Code.
10. Any food service operation that sells, prepares, or serves food shall obtain applicable permits and certifications from the McHenry County Health Department and is subject to inspection.
11. No signs may be displayed in connection with a temporary use except in accordance with the Village's Sign Ordinance. All temporary signage shall be immediately removed when the temporary use ends.
12. In addition to required parking for any principal use on a site, parking areas shall be provided for the temporary use and shall contain the number of parking spaces required for the most similar use type under the parking regulations set forth in this Ordinance. Such parking spaces shall be considered accessory to the principal use.
13. The Zoning Enforcement Officer shall have the authority to suspend, revoke or modify a temporary use permit immediately upon his determination that the conditions and requirements of said permit have been violated. Written notice to suspend, revoke or modify the permit shall be provided to the person to whom the permit was issued. A determination under this subsection shall be final and conclusive unless the applicant appeals such action to the Village Board, by filing a Notice of Appeal with the Village Clerk within 14 calendar days after receiving said written notice.
14. The Zoning Enforcement Officer shall have the authority to deny a temporary use permit for any land or structure or improvements thereon, upon which there is an uncorrected violation of this Ordinance, including any condition attached to a permit or approval previously granted by the Village. This enforcement provision shall apply regardless of whether the current owner or applicant is responsible for the violation in question.
15. The main road or drive providing access to a temporary use shall be kept free of dust, dirt, mud, and other debris.

# **SPECIFIC TEMPORARY USE CRITERIA & REQUIREMENTS**

## **Christmas Tree Sales**

1. A temporary use permit may be issued for the display and open-lot sales of Christmas trees for a period of no longer than 45 days.
  2. The sale of Christmas trees is considered accessory to and shall be conducted by the principal business on a site.
  3. The sale of Christmas trees shall be conducted at least 30 feet from the right-of-way of any highway or public street.
  4. Property on which Christmas trees are sold shall be of sufficient size to provide adequate off-street parking in addition to maintaining required parking for any existing use on the property.
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## **Circus, Carnival, or Fairgrounds**

1. A temporary use permit may be issued for a period not longer than 7 days.
  2. A circus, carnival or fairground shall be conducted at least 30 feet from the right-of-way of any highway or public street.
  3. Structures or equipment pertaining to a circus, carnival or fairgrounds temporary use shall not be located within 20 feet of any on- or off-site building used for residential purposes.
  4. Structures or equipment pertaining to a circus, carnival or fairgrounds temporary use shall have all applicable state safety permits and certificates.
  5. Prior to issuing a temporary use permit for a circus, carnival or fairgrounds, such amusement park, circus, carnival, or fairgrounds shall be inspected by the Village and fire protection district for compliance with building codes and fire and safety regulations.
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## **Contractor's Office and Equipment Shed**

1. A temporary use permit may be issued for a contractor's temporary office and equipment shed when accessory to an approved construction project. Multiple temporary structures may be allowed under a single temporary use permit if the structures are owned by the same contractor or utilized for the same project.
  2. Such a temporary structure must be on the same site as the construction project and may be located within a subsequent phase of a multi-phase project.
  3. No such temporary structure shall contain sleeping or cooking accommodations, except as necessary to accommodate security personnel.
  4. A temporary structure shall comply with applicable building and architectural codes and fire safety requirements.
  5. The maximum length of the temporary use permit shall be 1 year, but may be renewed annually through the duration of the construction project. The office or shed shall be removed within 21 days of completion of the construction project.
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**Events of Public Interest.** Events of public interest, including but not limited to picnics, races, fishing derbies, dinner dances, fundraisers, haunted houses, outdoor concerts, and charitable auctions, which are of a temporary nature and intended to occur in locations or facilities where such activity is not permitted in accordance with the underlying zoning designation, shall be subject to the following standards:

1. The event shall be held or sponsored by a non-profit or not-for-profit organization, or a for-profit business where the profit motive is incidental to the promotional objective of the event organizer.
2. The event shall be held on private property and not on public property or public rights-of-way unless reviewed and approved by the Village Board.
3. All uses and activities authorized as part of such an event shall be limited to specified hours and a maximum of 7 days per calendar year, per zoning lot, unless otherwise expressly approved.
4. Events of public interest shall be permitted in residential districts, only when located on the site of a permitted nonresidential use.
5. Parking for the exclusive use by event participants shall be provided and a stabilized drive to the parking area shall be maintained. It is the responsibility of the organizer to guide traffic to these areas. Parking along state or county highway rights-of-way is prohibited, and parking may be prohibited on public streets under the jurisdiction of the Village by the Village Board for reasons of traffic control and public safety.
6. Noise levels associated with events of public interest, except for supervised displays of fireworks, shall comply with the Village code.
7. The event site shall be cleared of all debris within 24 hours of the conclusion of the event and all temporary structures shall be removed within 7 days after the conclusion of the event. A cash bond, surety bond, or other monetary guarantee may be required by the Zoning Enforcement Officer to ensure clean up. The amount of such guarantee shall be based on the estimated costs of clean-up.
8. If liquor is intended to be used, sold, or consumed during the event, a liquor license must be obtained, as required by the Village Code and Illinois state law.
9. The Zoning Enforcement Officer may require proof of insurance from the event organizer for purposes of public safety and protection.
10. It shall be the responsibility of the organizer to maintain the event site in a condition that provides for the health, safety, and welfare of event attendees, neighboring residents and property owners, and the public. In the event that the Police Department determines that the activity is a threat to the public health, safety, and welfare, the Police Department shall have the right and authority to close the event to ensure the preservation of the health, safety, and general welfare of attendees or neighboring residents, property owners, and the public.
11. In addition to the conditions listed above, a temporary use permit is required for private displays of fireworks and shall be subject to applicable terms and conditions of applicable fire safety regulations of the Village and the applicable fire protection district.

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### **Farmers' Market**

1. A farmers' market may be conducted on sidewalks, parking lots, and vacant lots provided permission has been granted by the property owner.
2. Farmers' markets are limited to one event per week during the period from April 1 to October 31 and the hours of operation shall be limited so as to not interfere with the surrounding land uses.
3. A maximum of one structure or display booth shall be allowed and may have a maximum area of up to 400 sq. ft. Such a structure or display booth shall be portable and completely removed at the end of the sales period.

4. The property shall be of sufficient size to provide adequate off-street parking in addition to maintaining required parking for any existing use on the property.
  5. Approval may be conditioned upon the temporary use regarding such things as unobstructed pedestrian ways, driveways, and other public health, safety, and fire protection issues.
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### **Flea Market**

1. Temporary stalls or tables for the sale of products are permitted.
  2. Sales may involve new and/or used items.
  3. Any sales of food products shall meet all rules and regulations and require approval of the McHenry Department of Public Health.
  4. Flea Markets are limited to one event per week during the period from April 1 to October 31 and the hours of operation shall be limited so as to not interfere with the surrounding land uses.
  5. The property shall be of sufficient size to provide adequate off-street parking in addition to maintaining required parking for any existing use on the property.
  6. Approval may be conditioned upon the temporary use regarding such things as unobstructed pedestrian ways, driveways, and other public health, safety, and fire protection issues.
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### **Promotional Activities Involving Display of Goods and Merchandise**

1. Promotional activities may be conducted outside of an existing business establishment, if associated with the existing principal businesses within said establishment. Such activity may be for a time period of up to ten (10) consecutive days.
  2. A temporary use permit for promotional activities may be obtained for up to four special promotions during any single calendar year for a maximum of 40 days per calendar year. Such permit may include permission to display temporary signage as set forth in the Sign Control Ordinance.
  3. If a private sidewalk or pedestrian way is used for the display of goods and merchandise, a minimum width of four (4) feet must remain unobstructed for pedestrian use.
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### **Real Estate Sales Office**

1. A temporary use permit may be issued for a temporary real estate sales office in any new subdivision or planned development which has been approved by the Village.
  2. No real estate, sales trailer, office or shed shall contain accommodations for sleeping or cooking.
  3. The maximum length of a temporary permit shall be 1 year, but may be renewed annually through the duration of the sales period of the development.
  4. Any such office shall be removed prior to the issuance of the last certificate of occupancy for the subdivision or planned development or upon completion of a model home intended to be used as a sales office.
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### **Roadside Stand**

1. A temporary use permit may be issued for the sale of produce and garden plants.
2. The permit shall be valid for 6 months per year, but may be renewable.
3. No sales shall be made within 30 feet of any street or road right-of-way.

4. A maximum of one structure or display booth shall be allowed and may have a maximum area of up to 400 sq. ft. Such a structure or display booth shall be portable and completely removable at the end of the sales period.
  5. The property shall be sufficient size to provide adequate off-street parking in addition to maintaining the required number of parking spaces for any existing use on the property.
  6. Approval may be conditioned upon the temporary use regarding such things as unobstructed pedestrian ways, driveways, and other public health, safety, and fire protection issues.
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### **Shipping Containers and Semi-Trailers**

1. On property within the residential districts, a shipping container or moving pod can used only for moving in and out and shall be stored on asphalt or concrete and for no more than 14 days.
2. On property within business and office-research districts, a shipping container and semi-trailer shall be stored on asphalt or concrete and for no more than one (1) month.
3. On property within the industrial zoning district, shipping container and semi-trailer shall be stored on asphalt or concrete and for no more than six (6) months.
4. Semi-trailers used for the temporary storage during a construction may be stored only for the duration of the construction.
5. Only one shipping container and semi-trailer is permitted with a temporary use permit.
6. Nothing can be stored on top of the container.
7. A shipping container and semi-trailer shall be located in the rear or interior side yards and shall comply with all setback requirements for accessory structures.
8. A shipping container and semi-trailer shall not be used for any advertising purpose and shall be kept clean of all alpha-numeric signage and writing.
9. A shipping container and semi-trailer shall not occupy required off-street parking, loading or landscape areas.
10. Materials temporarily stored in a shipping container and semi-trailer are subject to review and approval by the Building and Zoning Officer and the fire district.
11. The location and use of temporary shipping containers and semi-trailers are subject to any other limitations imposed by the Village Board on the particular conditions of the property where the shipping container is proposed to be located.