



VILLAGE OF
LINCOLNSHIRE
 PUBLIC WORKS DEPARTMENT

STAMP HERE

**STREET USAGE PERMIT
 APPLICATION**

OFFICE USE ONLY
 Permit #:

APPLICANT INFORMATION		
Name of event:		
Sponsoring group:		
Name of event director:		
Address:		Unit #:
City:	State:	ZIP Code:
Phone:	Email:	
Email:		
Date(s) requested:	Time(s) requested:	
Number of participants:		
Has your group held an event in Lincolnshire before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", when was the most recent event?		
How many consecutive years has the event been held?		
Medical personnel must be present during the entire event. Please list the names of the doctors who will be participating:		
1.	Phone:	
2.	Phone:	
3.	Phone:	

- A Certificate of Insurance must be provided to the village showing the application has coverage of comprehensive general liability and automobile liability in a minimum amount of \$1,000,000.
- There shall be a maximum of 1,000 participants and the event shall be limited to 3.1 miles / 5 km.

APPLICANT SIGNATURE

Signature: _____ Date: _____

Printed name: _____

The permit for the event proposed is hereby approved, based upon the information contained in this application and the provisions of the Village Code and village Street Usage Policy. By signing this permit, the applicant agrees to be responsible for any costs associated with damage to the Village owned street or Right-Of-Way as a result of this event.

This permit may be revoked for due cause or in the event of an emergency at the sole discretion of the Village.

Public Works Director: _____ Date approved: _____

STREET USAGE POLICY

Policy Statement

To provide limitation to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up, and clean-up process.

Criteria for Use

Following are the criteria an organization must meet in order to use any of the facilities:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of Lincolnshire.
 - B. Having a charter or other official recognition by a parent state or national organization which designates it a Lincolnshire chapter.
 - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):
 - a. Friends of Ryerson Woods/River Committee of Lincolnshire
 - b. Lincolnshire Garden Club
 - c. Lincolnshire Community Nursery School
 - d. Lincolnshire Sports Association
 - e. Lincolnshire Swim Club
 - f. Riverside Foundation Auxiliary
 - g. Greater Lincolnshire Chamber of Commerce
 - h. School District# 103 Foundation
 - i. School District# 103 Parent-Teacher Organization
 - j. School District# 125 Foundation
 - k. Village Club of Lincolnshire
 - l. Houses of Worship
 - m. Homeowner association management offices that serve residential developments in Lincolnshire.
 - n. Cub Scouts, Boy Scouts and Eagle Scouts Brownies & Girl Scouts
 - o. Y Princesses and Y Guides
 - p. League of Women Voters
 - q. Lincolnshire Morningstar Rotary Club
 - r. Toastmasters of Lincolnshire
 - s. Stand Strong Coalition
2. Being one of the following taxing bodies serving Village residents:
 - a. Lincolnshire-Riverwoods Fire Protection District
 - b. School District #103
 - c. School District #125
 - d. Vernon Area Public Library
 - e. Vernon Township
 - f. West Deerfield Township
3. Being one of the following entities serving the Village:
 - a. An organization or business whose purpose is to support and encourage business within Lincolnshire.
 - b. Federal, State and Local Representatives for purposes of holding Town Meetings; which will not be allowed within 30 days of an election if the representatives are running for office.
4. Being an organization which provides a recreational service within Lincolnshire
5. Being an organization which provides services for people with special needs:
 - a. Special Recreation Association of Central Lake County (SRACLC)
 - b. Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

Number of Events

The number of events held per year shall be determined by Village Staff. Each event shall be limited to 1,000 participants. Events are to be held between March 1st and November 1st of each year.

The designations will be as follows:

- **Spring (March, April, May)**
- **Summer (June, July, August)**
- **Fall (September, October)**

There shall not be any activities allowed during November, December, January, and February due to leaf collection, snow, and ice control programs. Street usage permits are limited to one application per day anywhere in the Village. The awarding of a particular day and/or time slot shall be on a first come, first served basis. If two applicants apply for street usage permits for the same day, the previous year's applicant shall have priority over any new applicant.

Approval

The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth. This information will be discussed at a committee of the Whole meeting and votes on at a subsequent Village Board meeting.

1. All applications are subject to the approval of Village Staff. If an organization is denied a particular date, they may have the opportunity to dispute a Staff decision by asking to be placed on a Village Board meeting agenda and must present the application to the Mayor and Board of Trustees.
2. The organization will be required to provide the Village with a Certificate of Insurance in the amount of \$1,000,000 to cover any liability.
3. At the conclusion of the each scheduled event, an inspection of the event area will be performed by Village staff to determine if the street and or right away areas have been damaged or left in an unsightly condition. If there are damages and/or expenses incurred by the Village as a result of said event, the permittee shall be responsible for the costs of such damage and may be invoiced for all such costs.

Pre-Race and Race Day Coordination

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire-Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. The start/finish and race course area shall be returned to its original condition within eight hours of the completion of the event.

There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.