



STAMP HERE

TEMPORARY USE PERMIT APPLICATION

OFFICE USE ONLY
Permit #:

PROJECT INFORMATION

Property Address (including lot / suite #):			
City:	State:	Zip Code:	
Applicant Name:			
Email:			
Phone:	Cell:	Fax:	

TEMPORARY EVENT

<input type="checkbox"/> Garage sale (residential)	<input type="checkbox"/> Mobile service	<input type="checkbox"/> Temporary sales
<input type="checkbox"/> Farmers market	<input type="checkbox"/> Mobile food vendor	<input type="checkbox"/> Temporary event
<input type="checkbox"/> Holiday decoration sales lot		
Event Start Date:	Event Start Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Event End Date:	Event End Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Rain Date (garage sales only):		

SUBMITTAL STATEMENT

I, _____, certify that to the best of my knowledge the information contained in this Application, attached plans and specifications, and other attached documentation is true. I further recognize that I have read and understand the regulations associated with my Temporary Use request and any conditions that may be assessed by the Village upon the issuance of any permit.

Signature: _____ Date: _____

REQUIRED DOCUMENTS

- Garage/Estate Sale Documents**
- Temporary Use Permit Application (first page of application only required)
 - \$10.00 non-refundable permit fee
- Temporary Use Documents**
- Temporary Use Permit Application
 - Site plan of the property/structure to be used for the temporary use (drawn to scale) - include all information necessary to accurately locate and portray the temporary use on the premises.
 - Detailed written description of the proposed temporary use and/or illustration of building elevations for any proposed temporary structure.
 - Landlord/property owner consent (see page 2 of this form)
 - Two sets of all aforementioned documents

OFFICE USE ONLY – GARAGE SALE PERMITS

This permit for garage sale is hereby approved, based upon the information contained in this application and provisions of the Lincolnshire Village Code.

Authorization: _____ Date: _____

Temporary Use Application – Village of Lincolnshire, IL – Community & Economic Development

CONTACT INFORMATION (not required for garage sales)		
Applicant Information		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Property Owner Information (if different than Applicant)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Tenant Information (if different than Application, requires property owner authorization)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Event Manager Information (required for farmers markets and temporary events)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

LANDLORD/PROPERTY OWNER APPROVAL STATEMENT	
<p>A separate landlord/property owner approval letter may be submitted in lieu of completing the following approval statement. Any such letter must be on company letterhead of the ownership party, include a statement granting authorization for the submittal of this application and corresponding plans/documents, and be attached to this application.</p>	
<p>I, _____, certify that as the property owner, landlord, or authorized agent, as identified herein, I have reviewed the information contained in this application, attached plans, specifications, and other attached documentation and hereby authorize the submittal of this application, attached plans, specifications, and other attached documentation for the temporary use event at the location(s) and time(s) identified.</p>	
Signature: _____	Date: _____

Temporary Use Application – Village of Lincolnshire, IL – Community & Economic Development

PERMIT CONDITIONS & TERMS

- A Temporary Use Permit may be subject to such special conditions and restrictions on the location and operation as deemed reasonably necessary to protect the public health, safety, and welfare based on specific site considerations (excluding garage sales).
- The Temporary Use Permit shall be revoked if any of the standards and conditions imposed pursuant to [Section 6-3-6 of the Lincolnshire Village Code](#), or this permit, are violated.
- Temporary Use Permits are valid for one year from the date of issuance and must be renewed each year (excluding garage sales).