

**APPLICATION FOR  
TEMPORARY USE OF LAND  
(Please Print)**

**VILLAGE OF GLENDALE HEIGHTS**  
**300 Civic Center Plaza**  
**Glendale Heights, Illinois 60139**  
**(630)260-6030**  
**(630)260-1317 facsimile**

<b>For Office Use Only</b>	
Permit No. _____	
Date Issued _____	
Fee _____	Deposit _____

Date of Application: \_\_\_\_\_

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

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

Shopping Center: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**PURPOSE OF TEMPORARY USE**

- |   |  |
|---|--|
| <input type="checkbox"/> Carnival/Circus                  | <input type="checkbox"/> Car Show                            |
| <input type="checkbox"/> Bedding Plants                   | <input type="checkbox"/> Contractor's Offices/Equipment Shed |
| <input type="checkbox"/> Christmas Tree Sales             | <input type="checkbox"/> Real Estate Offices-Model Units     |
| <input type="checkbox"/> Farm, Garden, Floral Commodities | <input type="checkbox"/> Overstock Sale                      |
| <input type="checkbox"/> Sidewalk Sale                    | <input type="checkbox"/> Outdoor Restaurant                  |
| <input type="checkbox"/> Arts & Crafts Show               |  |

Display Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Days \_\_\_\_\_

**\* Written approval of the ownership or management of the shopping center must be attached\***

***\*IMPORTANT - PLEASE READ CAREFULLY\****

I declare, under penalties of intentional misrepresentation and/or perjury, that the above information is true and correct to the best of my knowledge and belief. I agree to comply with all the provisions of the Zoning Ordinance of the Village of Glendale Heights and any amendments thereto.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

## TEMPORARY USES

Temporary uses of land may be permitted in any zoning district by the issuance of a Temporary Use Permit, subject to the provisions of the Zoning Ordinance.

An Application for a Temporary Use Permit shall be filed with the Zoning Administrator. The Application shall include:

- A site plan showing the location of the Temporary Use on the property.
- The written approval of the ownership or management of the shopping center, if such Use is to be conducted within a shopping center.

Definition. A temporary use is a use that:

- Is established for a fixed period of time with the intent to discontinue such use upon the expiration of such time; and
- Does not involve the construction or alteration of any permanent structure.

Permitted Temporary Uses. Subject to the specific regulations and time limits that follow and to the other applicable regulations of the district in which the use is permitted, the following temporary uses and no others are permitted in the zoning districts herein specified:

1. Indoor and Outdoor Art, Craft, Rummage, and Plant Shows, Car Shows, Exhibits, and Sales. In any Commercial, Business Park or Public and Institutional Buildings District; provided, however, that any such use shall require the specific prior approval of the Zoning Administrator on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties. Every such show, exhibit or sale shall be limited to a period not to exceed three (3) days.
2. Christmas Tree Sales. In any Commercial District accessory to a permitted or conditional use; and, when conducted by a not-for-profit religious, philanthropic, or civic group or organization on property owned or leased by such group or organization, in a Residence or Public and Institutional Buildings District; provided, however, any such use in a Residence or Public and Institutional Buildings District shall not exceed 30 days and shall require the specific prior approval of the Zoning Administrator on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties. Display of Christmas trees need not comply with the yard requirements of this Ordinance, except that no tree shall be displayed within the sight triangle defined in the Village Code.
3. Contractors' Offices and Equipment Sheds. In any district when accessory to a construction project. No such use shall contain any sleeping or cooking accommodations. Such use shall be limited to a period not to exceed the duration of the active construction phase of such project.
4. Real Estate Offices, Including Model Units. In any district when accessory to a new development. No such use shall contain any sleeping or cooking accommodations unless located in a model dwelling unit. Such use shall be limited to the period of the active selling or leasing of units or space in such development and to activities related to the development in which such office is located. No such office shall be used as the general office or headquarters of any firm.
5. Carnivals and Circuses. In any non-Residence district or Residence or Public and Institutional Buildings District on school, church or park property, but only when sponsored by a not-for-profit religious, philanthropic, or civic group or organization; provided, however, that any such use shall require the specific prior approval of the Zoning Administrator on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties. Such use shall be limited to a period not to exceed one (1) week. Such use need not comply with the yard requirements of this Ordinance except that structures or equipment that might block the view of operators of motor vehicles on any public or private street shall not be located within the sight triangle defined in the Village Code. Such use need not comply with the maximum height requirements of this Ordinance.

6. Tents. In any district, in connection with any permitted, accessory, temporary, or conditional use. No tent shall be allowed to remain for a period of more than sixty (60) days. Unless waived in writing by the Zoning Administrator, every tent shall comply with the time limits, bulk, space, and yard requirements applicable to accessory uses pursuant to Section 7.2 of this Article.
7. Civic Uses of Public Property. In a Public and Institutional Buildings District, any civic use of any public building or property when authorized by the governmental agency owning or controlling such property; provided, however, that no such use shall impose an undue adverse effect on neighboring streets or property.
8. Sales of Overstock, Seconds and Similar Goods in Districts Where Not a permitted use.

In the I and BP Districts when accessory to any use permitted or specially permitted in such district; but only in compliance with the following conditions:

- a. Existing Inventory Only. No products shall be sold except such products as are manufactured, warehoused or distributed in the normal course of business of the principal use operated on the zoning lot in question. No products shall be brought in from other sources for purposes of the temporary sale.
  - b. No Outdoor Sales. Any area in which such a temporary retail use takes place, including the sale and display of products, shall be fully enclosed.
  - c. Number and Duration of Sales Limited. Not more than three (3) such temporary uses shall be conducted on the same premises in any calendar year, or more than one (1) such sale in any calendar quarter. In each calendar quarter, one (1) such sale may be for a period of not more than three (3) successive days, including Saturday and Sunday; e.g. Friday, Saturday, and Sunday or Saturday, Sunday and Monday.
9. Display and Sale of Farm, Garden, or Floral Commodities. In any commercial District; provided however, that such temporary uses is limited to 90 days duration, provides adequate ingress and egress from adjoining roadways and Provides one off-street parking space per 75 square feet of display area with a minimum of 3 spaces.
  10. Shopping Center Sidewalk Sales. In any Commercial District provided however, that such sales do not exceed a cumulative total of ten (10) days per calendar year, are not held more than twice a year, and do not cover an area exceeding fifty percent (50%) of the width of any sidewalk within the center
  11. Sidewalk and Outdoor Restaurants. In any Commercial District as an accessory use to a restaurant as a principal use, provided however, that any such restaurant serving alcoholic beverages shall require a conditional use permit pursuant to Article XII and provided further that any such restaurant serving alcoholic beverages shall have a six (6) foot fence surrounding the outdoor area and that no ingress shall be permitted except through the principal use.

Temporary Use Permits are subject to compliance with the use limitations setforth in the Zoning Ordinance. Section 7.11