



SUPPLEMENTAL HANDOUT TO THE TEMPORARY USE PERMIT APPLICATION

(EXCERPT FROM ZONING ORDINANCE, SECTION 8.3)

The information below describes a summary of the additional information staff will request when submitting a temporary use permit application for each respective project below AND/OR describes the additional standards for each temporary use.

Please keep this handout for your records.

FARMERS' MARKET:

- A. The timeframe of a farmers' market, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit.
- B. A management plan is required as part of the temporary use permit application that demonstrates the following:
- An established set of operating rules addressing the governance structure of the market, hours of operation, maintenance, and security requirements when open to the public.
 - General layout of vendor stalls, visitor facilities, such as seating areas and restrooms, and all ingress and egress points to the site.
 - Provision for recycling and waster removal.
 - The days and hours of internal operation, including vendor set-up and take-down times.

REAL ESTATE SALES OFFICE/MODEL UNIT:

- A. A real estate sales office/ model unit(s) is allowed in any approved residential subdivision, planned unit development with a residential component or within a multi-family dwelling. Multiple model units are allowed.
- B. The temporary use permit is valid for no more than one year, but may be renewed. However, temporary use permits for multi-family rental models have no expiration.
- C. The real estate sales office/model unit(s) must be removed and closed within 30 days after the sale of the last unit of the development.
- D. All activities conducted within real estate sales office/model unit(s) must be directly related to the construction and sale of properties within the particular development. Use as a general office of operation of any firm is prohibited.

TEMPORARY CONTRACTOR'S OFFICE:

- A. A temporary contractor's office is allowed incidental and necessary to a construction project.
- B. The temporary use permit is valid for a six month period and is renewable for six successive periods at the same location.
- C. The temporary contractor's office must be removed within 30 days of completion of the construction project.

TEMPORARY MOBILE SALES:

- A. The timeframe of a temporary mobile sales use will be determined and approved as part of the temporary use permit.
- B. The temporary use permit will be evaluated on the basis of the adequacy of the parcel size, parking provisions, traffic access, and the absence of undue adverse impact, including noise, on other properties.
- C. All mobile food establishments must be properly licensed by the Lake County Health Department.
- D. If the mobile sales establishment operator is not the owner of the site where the truck or trailer will be located, written permission from the property owner must be submitted as part of the temporary use permit application.
- E. Sale of alcohol is prohibited.
- F. During mobile food sales business hours, the permit holder must provide a trash receptacle for customer use and must keep the area clear of litter and debris at all times.
- G. Outdoor seating may be provided for temporary mobile food sales on the site, but no seating may be permanently installed. No seating will be allowed that reduces the amount of parking required for the site to fall below the ordinance requirement.
- H. A permanent water or wastewater connection is prohibited.
- I. Electrical service may be provided only by temporary service or other connection provided by an electric utility, or an on-board generator.
- J. Drive-through service is prohibited.
- K. A mobile sales establishment is limited to signs attached to the exterior of the truck or trailer that must be mounted flat against the truck or trailer with a maximum projection of six inches, and on A-frame sign.

TEMPORARY OUTDOOR ENTERTAINMENT/PROMOTIONAL EVENT:

- A. A management plan is required as part of the temporary use permit application that demonstrates the following:
- B. Any temporary structures must be removed within three days of conclusion of the event.
- C. Events are limited to four events per calendar year and a maximum duration of four days per event, with a minimum of 30 days between events, with the following exceptions:
 - A temporary use permit for a carnival or circus is valid for a period of two events per calendar year no more than 15 days, with a minimum of 30 days between events.

TEMPORARY OUTDOOR SALES

- A. A management plan is required as part of the temporary use permit application that demonstrates the following:
 - An established set of operating rules addressing the governance structure of the sales event, hours of operation, maintenance, and security requirements.

- General layout of vendor stalls, visitor facilities, such as seating areas and restrooms, parking areas, and all ingress and egress points to the site.
 - Provision for recycling and waste removal.
 - The days and hours of operation, including vendor set-up and take-down times.
- B. Any temporary structures must be removed within three days of conclusion of the event.
- C. Temporary outdoor sales events are limited to four events per calendar year and a maximum duration of seven days per event, with the following exceptions:
- A temporary use permit for a seasonal sale, such as Christmas tree lots or pumpkin patches, are limited to four events per calendar year and a maximum duration of 45 days. There is no minimum time between events.
- D. Temporary outdoor sales of vehicles must conform to the following additional standards:
- The temporary use permit will be evaluated on the basis of the adequacy of the parcel size, parking provisions, traffic access, and the absence of undue adverse impact, including noise, on other properties.
 - A site plan is required as part of the temporary use permit application that describes all ingress and egress routes for all vehicles, all structures, and the general display area of vehicles. Dead-end aisles are prohibited. All exits and entrances must be clearly marked.
 - Repair and service of vehicles is prohibited.
 - All vehicles on display must be operable.
- E. No sales and display area is permitted in any public right-of-way or in any required setback.
- F. A portion of a parking area may be used for temporary outdoor sales on a temporary basis, in terms of both display structure and goods displayed or sold. Permanent display structures are prohibited in parking areas. No more than 10% of the required parking area for the existing use may be used for the temporary outdoor sales and display.

BUILDING SAFETY REQUIREMENTS (Contact Building Safety Division with questions)

- All receptacles shall be GFCI. [Exception A: single receptacle that is grounded will be accepted for special use (trailer, R.V., etc).]; All lighting will be GFCI.
- All power and lighting branch circuits will only be allowed on separate branch circuits. No combination circuit or sharing neutrals.
- All branch circuits shall originate in an approved power outlet or panel board.
- Only conductors within a cable assembly or multi-conductor cord, or cable identified as hard or extra-hard usage cabling will be permitted.
- All temporary lighting shall be protected from accidental contact or breakage by a suitable fixture or lamp holder with guard.
- Flexible cords and cables shall be protected from damage. Where cords and cables attach to or pass by structures, strain relief or attachment must be provided.
- Outlying temporary lighting running parallel to barriers and not subject to traffic of any kind may be 8-feet AFG. [Exception: Entry or exits of such area must be 10-feet AFG (above finished grade).]
- Any lighting that is subject to traffic must be at a minimum of 10-feet AFG.
- A minimum of one 10 lbs. ABC fire extinguisher.
- Provide a minimum 3-feet between all rows and piles.
- Generator must be grounded with a ground rod and #6 ground wire to frame of generator.

[Exception: if generator is a vehicle mounted device, vehicle shall be permitted to serve a ground.]

- Frame of generator is bonded to vehicle; and
- Generator only supplies equipment located on vehicle or cord and plug connected equipment through receptacle mounted on the vehicle or generator. **REFERENCE: N.E.C. Article 250-6**

***ALLOW A MINIMUM OF 10 WORKING DAYS PRIOR TO THE SALE FOR PERMIT REVIEW. THE PERMIT SUBMITTAL MUST BE REVIEWED BY THE BUILDING DEPARTMENT, ZONING DEPARTMENT, AND FIRE DEPARTMENT. FAILURE TO OBTAIN A PERMIT COULD RESULT IN POSSIBLE FINES.**

TEMPORARY OUTDOOR STORAGE CONTAINER:

NON-RESIDENTIAL DISTRICTS

- A. Temporary use permits for temporary outdoor storage containers are limited to once per calendar year and a maximum duration of 90 days per event. This time limit does not apply to temporary outdoor storage containers associated with an active building permit, however, containers must be removed from the property within 14 days of final or conditional certificate of occupancy and/or building permits have been closed out. There must be a minimum of 30 days between placement of containers on the same site.
- B. Written documentation of the following is required as part of the temporary use permit application:
 - Permission from the property owner or landlord to place a temporary storage container on the site.
 - The nature and condition of all materials intended to be stored within the container.
 - The manufacturer's specification sheet for the containers.
- C. Temporary storage containers must be located to the side or rear of the associated principal building(s) and upon a graded surface of concrete, asphalt, or gravel. Temporary storage containers must be screened by a berm, landscape, or fence or wall, so that it is not visible from the first floor of adjacent residential areas, public right-of-way, and customer entryways or primary customer parking area.
- D. Temporary storage containers are prohibited in the main customer parking area.
- E. Temporary storage containers are prohibited in required parking spaces, unless those spaces are in excess of the minimum amount required. No container may block, impede, or divert traffic in or access to emergency, snow removal, circulation, and fire lanes.
- F. All temporary storage containers must be kept free of rust, holes, dents, or other corrosion, must be painted or maintained to be consistent with the character of the principal building, and must be secured at all times.
- G. Temporary storage containers cannot be stacked upon one another and must be located an appropriate distance from all structure, in accordance with the Village Fire Code.
- H. No temporary outdoor storage container(s) may be used as a place of business or residence. Only goods, products, or materials that are accessory and essential to daily operation of the principal building or use requesting the temporary use permit are permitted to be stored within the container.
- G. The total area of all temporary storage containers is limited to 5% of the total area of the associated permanent structure(s) for the business. For purposes of calculating the number of storage containers allowed, fractions are rounded down to the nearest whole number.
- H. Temporary storage containers must be removed within five working days after the expiration of the temporary use permit.
- I. Failure to meet or maintain any of these regulations voids the building or business(es)' ability to secure a temporary use permit for temporary storage containers for the next calendar year.
- J. Industrial districts are permitted to substitute a temporary outdoor storage structure in place of a temporary outdoor storage container. Such temporary outdoor storage structures are subject to the

same regulations as temporary outdoor storage containers, with the following modifications:

- The total area of all temporary storage structures is limited to 10% of the total area of the associated permanent structure(s) for the business.
- A site is permitted only a temporary outdoor storage container or temporary outdoor storage structure at one time.
- The permitted timeframe of once per calendar year and a maximum duration of 90 days per event may only be used once for either a temporary outdoor storage structure or a temporary outdoor storage container. The timeframe cannot be aggregated for each type of storage. There must be a minimum of 30 days between placement of structures or containers on the same site.

RESIDENTIAL DISTRICTS

- A. Temporary use permits for temporary storage containers in residential districts are not required.
- B. The user must reside on or own the property or have the owner's permission.
- C. The size of the containers cannot exceed eight feet in width, 16 feet in length, and nine feet in height.
- D. The temporary outdoor storage container must be set back a minimum of five feet from all lot lines.
- E. The temporary outdoor storage container must be set back a minimum of five feet from the principal building.
- F. A temporary outdoor storage container is prohibited in any public right-of-way, in any location that obstructs the view of pedestrian and vehicular traffic entering or exiting a right-of-way, and within the site triangle.
- G. Temporary outdoor storage containers are limited to two times per calendar year and a maximum duration of 30 days per event. One extension of time for up to 14 additional days may be granted by the Zoning Administrator. A request for the 14 day extension must be made in writing to the Zoning Administrator and must include the number of additional days requested, the reason for the extension, and any changes to the location of the container. For the purposes of this Ordinance, an application approved for 30 days and also has an extension granted will be considered as one time on the property. This time limit does not apply to temporary outdoor storage containers associated with an active building permit, however containers must be removed from the property within 14 days of final or conditional certificate of occupancy and/or building permits have been closed out.
- H. Conducting a business or a home occupation including, but not limited to, the storage or selling of merchandise, from a temporary outdoor storage container is prohibited.
- I. The following additional restrictions apply to the placement of temporary outdoor storage containers on a lot used for single-family or two-family dwelling, and within the R-1, R-2, R-3, and R-4 Districts:
 - Only one temporary outdoor storage container is allowed on the same property at any time.
 - The temporary outdoor storage container must be placed on a driveway constructed of an improved hard, dustless surface, generally asphalt, brick pavers, or concrete. In no case may a temporary outdoor storage container be located in required landscape areas, open space, stormwater basins, or any other location that may cause hazardous conditions, constitute a threat to public safety, or create a condition detrimental to surrounding land uses and developments.
- J. The following additional restrictions apply to the placement of temporary outdoor storage containers on a lot used for a multi-family dwelling, and within the R-4 and R-5 Districts:
 - A temporary outdoor storage container may only be placed upon a parking lot constructed of an improved hard, dustless surface, generally asphalt, or concrete, provided that the placement of the temporary outdoor storage container does not impede the flow of traffic or occupy required off-street spaces.
 - In no case may a temporary outdoor storage container be located in required landscape areas, open

space, stormwater basins, or any other location that may cause hazardous conditions, constitute a threat to public safety, or create a condition detrimental to surrounding land uses and developments,.