



SUPPLEMENTAL HANDOUT TO THE TEMPORARY USE APPLICATION

(EXCERPT FROM ZONING ORDINANCE, ARTICLE 8.6.4—USES & STRUCTURES)

The information below describes a summary of the additional information staff will request when submitting a temporary use application for each respective project below AND/OR describes the additional standards for each temporary use. Please note that the official zoning ordinance language can be found on the Village of Gurnee website.

Please keep this handout for your records.

CARNIVALS AND CIRCUSES:

On any site not used for residential purposes, a temporary use permit shall be required for a carnival or circus. The permit shall be valid for a period of not more than fifteen (15) days, and provided that a period of at least ninety (90) days shall intervene between the termination of one (1) period and the issuance of another permit for the same location. Any temporary structures and/or tents erected to house all or part of a carnival or circus shall be removed within three (3) days of completion of the carnival or circus.

TENT THEATERS AND TENT MEETINGS:

In any district, a temporary use permit shall be required for a tent or other temporary structure to house religious or cultural functions for a period of not more than thirty (30) days. The tent or other temporary structure shall be removed within three (3) days of completion of the religious or cultural function.

TEMPORARY OUTDOOR SALES:

On any site not used for residential purposes, a temporary use permit shall be required for sidewalk sales, rummage sales, bazaars, and similar outdoor sales. Such activities shall be conducted in accordance with all applicable Village regulations. There shall be no more than four (4) such permits issued for any zoning lot within a calendar year from January 1 to December 31. Each such permit shall be valid for a period not to exceed seven (7) days.

Submittal materials shall include the following items:

***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 CONTAINERS (RESIDENTIAL):

Temporary outdoor storage containers are permitted on Single-Family, Two-Family and Multi-Family residentially zoned or used property, subject to securing a temporary use permit as defined in Article 8.6.3. In addition, the following regulations apply to such a temporary use permit:

A. Requirements for Temporary Outdoor Storage Containers on *Single-Family, Two-Family and Multi-Family residentially zoned or used properties.*

***The applicant requesting to place a temporary outdoor storage container must reside on or own the property.**

***The size of the containers shall not exceed 8 feet in width, 16 feet in length, and 9 feet in height.**

- *Shall have at least a five (5) foot setback from all property lines.
- *Shall be set back ten (10) feet from the principal building. However, such temporary outdoor storage container may be permitted to be located closer than ten (10) feet, but no closer than five (5) feet, subject to review and approval by the Village of Gurnee Fire Prevention Bureau for possible access concerns to single story or multiple story homes or buildings or other fire safety related matters.
- *Shall not be permitted in any public right-of-way, in a location that obstructs the view of pedestrian and vehicular traffic entering or exiting a right-of-way, and shall not be located within the site triangle.
- *Shall not be permitted on the same property for more than 30 consecutive days. One (1) extension of time to permit the container for up to 14 additional days may be granted by the Zoning Administrator. The request for the 14 day extension must be requested by the applicant in the form of a letter to the Zoning Administrator. The letter shall include the number of additional days requested, the reason for the extension and any changes to the location of the container. The extension letter shall be provided to the Zoning Administrator at least 5 business days before the expiration of the original permit for review.
- *Shall only be permitted on the same property two (2) times per calendar year (January 1 to December 31). For the purposes of this ordinance, an application which is approved for 30 days and also has an extension granted will be considered as one (1) time on the property.
- *Shall not be utilized for the purpose of conducting a business, a home occupation, including, but not limited to, the storage or selling of merchandise.
- *Exempt from the duration restrictions (30 days and number of times per year) when placement of such temporary outdoor storage container is associated with an active building permit approved by the Community Development Department.
- *Shall only be placed on the property after approval by the Community Development Department of a temporary use permit and building permit (requires the building permit if requesting to be exempt from duration restriction as part of a separate building permit). A temporary outdoor storage container that is placed on the property as part of an approved and active building permit shall be removed from the property within 14 days of final or conditional certificate of occupancy and/or building permits that have been closed out by the Community Development Department, whichever occurs first.

B. The following restrictions shall apply only to the placement of a temporary outdoor storage container on *single-family & two-family residentially zoned or used property*.

- *No more than one (1) temporary outdoor storage container shall be allowed on the same property at any time.
- *Must be placed on a driveway constructed of an improved hard, dustless surface, generally asphalt, brick pavers, or concrete. In no case shall such containers 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.

C. The following restrictions shall apply only to the placement of temporary outdoor storage containers on *multi-family residentially zoned or used property*.

- *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 impeded the flow of traffic or occupy off street parking spaces required per the provisions of Article 10 of the zoning ordinance.
- *In no case shall such containers 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.

TEMPORARY OUTDOOR STORAGE CONTAINERS (NON-RESIDENTIAL):

Temporary outdoor storage containers are *only permitted for retail uses in the C/B-2 Commercial Zoning District*, subject to the regulations described in detail in Article 8.6.4.8 of the Zoning Ordinance.

CHRISTMAS TREE SALES :On any site not used for residential purposes, a temporary use permit shall be required for the display and open-lot sale of Christmas trees for a period not longer than forty-five (45) days.

ZONING REQUIREMENTS

- *Please note that no merchandise, signage, or parking is permitted within the right-of-way.
- *Provide copy of driver's license of responsible party.
- *Details of any signage to be used. Show dimensions of signage, what signage is to say, and location/placement (include setbacks from roadways).
- *If tents are to be used, provide flame-spread certificate from supplier. Show location of tent, with dimensions from other structures and roadways.

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.]
 - A. Frame of generator is bonded to vehicle;
 - B. 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

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS

PLEASE NOTE THAT IF YOU ARE APPLYING FOR THE TEMPORARY USES BELOW, THERE IS

A SEPARATE APPLICATION ALREADY IN PLACE.

PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT THE NUMBER

BELOW FOR THE APPLICATION FOR THESE USES AS WELL AS THE INFORMATION

REGARDING THE APPROVAL PROCEDURE.

^BLOCK PARTIES AND STREET DANCES;

^CONTRACTOR'S OFFICES AND EQUIPMENT SHEDS;

^HOME AND GARAGE SALES; or

^REAL ESTATE SALES OFFICE AND MODEL UNITS

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS