



ZONING PERMIT APPLICATION

VILLAGE OF NILES

1000 Civic Center Drive
Niles, Illinois 60714
847/588-8040
847/588-8050 (Fax)

To Be Completed by the Applicant—Please Print

Temporary Use Permit

Address for Subject Property/Petition: _____

Parcel Identification Number (PIN): _____

Applicant's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-Mail Address: _____

Name of Business (if applicable): _____

Applicant is (Check **ALL** that apply):

Property Owner* Business Owner Attorney Engineer Architect Other:

* If the applicant is *not* the property owner, the owner of the property or their agent must print their name and sign below:

Property Owner Name (*Printed*)

Property Owner Signature

Note: By signing this form, you grant permission to Village of Niles staff to enter onto the subject property.

Signature of Applicant: _____

Note: By signing this form, you grant permission to Village of Niles staff to enter onto the subject property.

To be completed by Staff:

PETITION #: _____

Parcel Zoning Classification _____

Date of Initial Consultation _____

Date of Application _____

Village of Niles Temporary Use Permit Process

- Step One:** Initial Consultation
Step Two: Application Submittal
Step Three: Decision by Director of Community Development

Step One: Initial Consultation

Call the Village of Niles Senior Planner at 847-588-8075 or stop by the Community Development Department's front desk to discuss your proposal. The Planner will explain the Village's zoning rules and the procedure and timeline for receiving a Temporary Use Permit. If it appears that you are eligible to receive a Temporary Use Permit, the Planner will provide you with an application form.

Step Two: Application

Please provide the following information:

3 copies of each of the following items on 8 ½" x 11" paper

- ✓ Page 1 of the application, completed and with required signatures
- ✓ Project Description, typed, of your business or proposal, including relevant information such as:
 - Parking information, including total number of spaces required and total number available
 - Hours of operation
 - Number of employees
- ✓ Responses to "Requirements for a Temporary Use Permit" (...attached...)

For only the 'checked' items below, please provide 3 copies on 11"x17" paper:

- Preliminary Site Plan of the property with all of the following information:
 - All property lines and adjacent right-of-way lines *with dimensions*
 - All improvements *with dimensions*, including buildings, pavement with markings, etc...
 - Access and circulation information including parking stall, drive aisle, and throat dimensions
 - Parking Summary with total amount required and total amount provided, including handicapped
 - Site Data to include at least the following:
 - Gross area of site (A)
 - Building floor area (B)
 - Pavement area (P)
 - Total Impervious Area (TIA) (TIA = B + P)
 - Impervious Ratio (IR) (IR = TIA/A)
- Preliminary Landscape Plan, colored
- Preliminary Building Elevations, colored, including building height and exterior materials
- Preliminary Floor Plans
- Other: _____

1 copy of each of the following 'checked' items:

- ✓ A copy of the most current Tax bill for the subject property
- ✓ Proof of ownership (...or signed authorization from the property owner on Page One...)
- Title Search Results/Title Information
- Alta Survey
- Plat of Survey with legal description of the property
- Traffic/Parking Study
- Preliminary Plat (*for proposed plats only...*)

Note—Village staff requires 2-3 weeks to review your Application.

Step Three: Decision by the Director of Community Development

You will receive a letter from the Director of Community Development with a decision regarding your requested Temporary Use Permit.

Requirements for receiving a Temporary Use Permit From the Village of Niles

As part of your application, please provide written responses explaining how your requested special use permit meets ALL of the following requirements, as found in the Village of Niles Code of Ordinances, Appendix B, Section 15.8:

- Will the proposed temporary use meet all dimensional requirements (...such as set-back and height requirements...)?
- Will the proposed temporary use adversely impact the public health, safety and welfare?
- Will the proposed temporary use be operated in accordance with any restrictions or conditions as Police and Fire, or other Village Officials, may require?
- Will the proposed temporary use conflict with any previously authorized temporary uses?
- Will the proposed temporary use provide adequate parking?

Your explanation of/answer to the questions listed above will be the basis for a Director of Community Development. It is incumbent upon YOU to explain how these Village Ordinance requirements are satisfied by your request. Failure to satisfy all of the requirements above may result in the Village denying your request.