



ZONING APPLICATION

TEMPORARY USE

COMMUNITY DEVELOPMENT DEPARTMENT
VILLAGE OF NILES
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The Village of Niles has established a procedure that allows a property owner to receive approval of certain **Temporary Uses**. A list of approved temporary uses may be found in Table 8-1: Use Matrix in the Zoning Ordinance and on page 6 of this packet.

PROCESS OVERVIEW

The following information can be used to understand the Village of Niles review process for **Temporary Use** applications. Questions may be directed to the Community Development Department at 847.588.8077.

1. The project applicant first meets with a representative of the Community Development Department to discuss the proposal. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo, should be available for review by a Planner.
2. The applicant may submit a complete application package for evaluation by the Director of Community Development. A complete application package includes all required plans and materials. Submittals will not be accepted and/or processed until all of the submittal requirements are met.
3. Once the completed application is accepted, a case number will be assigned and Village staff will review the application. This process typically takes 2-3 weeks. Once the review is complete, the applicant will be informed of any required revisions that must be made and any additional information that must be provided.
4. The Director of Community Development will evaluate the Temporary Use application pursuant to the standards of the Zoning Ordinance (*See Page 5 of this packet for more information*) and will render a decision within 30 days of the date of receipt of a complete application. The decision will be to either approve, approve with conditions, or deny the application.
5. If upon review the Director of Community Development finds that an application for a temporary building or structure has an adverse aesthetic, environmental, health, safety or architectural negative impact, the Director may deny the issuance of the permit.



ZONING APPLICATION – TEMPORARY USE

PROJECT NO. _____

NAME OF PROJECT AND/OR BUSINESS: _____

ADDRESS OF PROJECT AND/OR BUSINESS: _____

NAME(S) OF APPLICANT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME(S) OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

NAME(S) OF PROPERTY ATTORNEY OR AGENT (if applicable): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ TELEPHONE: _____ FAX: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

AREA OF SUBJECT PROPERTY: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

REQUESTED TEMPORARY USE:

- | | | |
|--|--|--|
| <input type="checkbox"/> Farmers Market | <input type="checkbox"/> Temporary Contractors Office | <input type="checkbox"/> Temporary Outdoor Sales/Promotion |
| <input type="checkbox"/> Garage/Yard Sale | <input type="checkbox"/> Temporary Mobile Food Sales | <input type="checkbox"/> Temporary Outdoor Storage Container |
| <input type="checkbox"/> Real Estate Sales Office/Model Unit | <input type="checkbox"/> Temporary Outdoor Entertainment | |

EXPLANATION OF PROPOSED IMPROVEMENTS:

With the submittal of this application, I hereby request that the Village of Niles Director of Community Development grant the requested Temporary Use for the subject property as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROPERTY OWNER(S): _____ DATE: _____

REQUIRED APPLICATION MATERIALS – **TEMPORARY USE**

When submitting an application, **one hard copy** and **one electronic copy** of the following materials must be submitted:

ONE COPY OF THE FOLLOWING (on 8.5" x 11" paper):

1. A copy of the most current **Tax bill** for the subject property
2. **Ownership Information** – Completed **Ownership Affidavit** (*Page 4 of this packet*) and, if the property is leased or under contract to purchase, one of the following items must be provided:
 - a. Fully Executed Lease, or
 - b. Fully Executed Contract to Purchase
3. **Traffic/Parking Study** (if required)
4. **Alta Survey** (if required)
5. **Application** (*page 2 of this packet*), completed and signed
6. **Project Description** – a narrative describing the project, including the scope of work detailing planned improvements, a project timeline and anticipated date of completion. For applications involving a business, please include details on the anticipated hours of operation, number of employees, general business details, and parking information. For developments involving new construction, please provide details on the height of the proposed structure(s), number of stories, and number of units and tenancy structure (rental or condo – if residential). For all projects, please identify if any green features or sustainable design elements will be included.
7. Provide written response to the **Approval Standards for a Temporary Use** (*See Page 5 of this packet for more information*).

ONE COPY OF THE FOLLOWING (on 11" x 17" paper):

1. Current **Plat of Survey**
2. Preliminary **Site Plan** (*if required*) indicating the following:
 - a. All parcel lines, lot lines, and adjacent right-of-way lines with dimensions
 - b. All site improvements, with dimensions, such as sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicapped parking, drive aisle, and throat dimensions
3. **Floor Plans** (*if required*)
4. **Building elevations** (*if required*) indicating height and building materials
5. **Color rendering** (*if required*)
6. **Building section** (multi-floor structures only – *if required*)
7. **Landscape Plan** prepared on a separate sheet, indicating species, plant location, quantity, size and spacing (*if required*)

APPROVAL STANDARDS FOR A **TEMPORARY USE**

Per Village of Niles Code of Ordinances, Appendix B, Section 15.8(E), the decision of the Director of Community Development must comply with the requirements of the Zoning Ordinance, including the temporary use standards of Section 8 (of the Zoning Ordinance) and specific standards. As part of a complete application, an applicant must provide a specific explanation of how the particular temporary use meets EACH of the standards listed below. The area below each standard may be used for the required explanation.

1. Unless expressly allowed by this Ordinance, the temporary use or structure complies with the dimensional requirements of the district in which it is located.

2. The temporary use does not adversely impact the public health, safety, and welfare.

3. The temporary use is operated in accordance with any restrictions and conditions as the Police and Fire Department, or other Village officials, may require.

4. The temporary use does not conflict with another previously authorized temporary use.

5. The temporary use provides adequate parking if needed. If located on a lot with an operational principal use, does not impact the parking and site circulation of the principal use.

If upon review, the Director of Community Development finds that an application for a temporary building or structure has an adverse aesthetic, environmental, health, safety or architectural negative impact, the Director may deny the issuance of the permit.

Your explanation of answer to the questions listed above will be the basis for a final determination from the 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. Please do not submit only "yes" or "no" but provide an explanation of HOW the project meets the standard.



NILES ZONING ORDINANCE USE MATRIX – TEMPORARY USES

Temporary uses are required to comply with the use standards of Section 8 of the Zoning Ordinance, in addition to all other applicable regulations in the Zoning Ordinance. These regulations are for temporary uses located on private property. Unless otherwise indicated, all temporary uses require a temporary use permit.

The information listed below is for informative purposes only. If there is a discrepancy between the information below and the information found in the Zoning Ordinance, the information in the Zoning Ordinance shall apply. Links to the Use Standard section in the Zoning Ordinance can be found in the Use Matrix.

TABLE 8-1: USE MATRIX																
TEMPORARY USES	R-1	R-2	R-2-35	R-3	R-4	C-1	C-2	C-3	C-4	C-5	M	ENT-MU	OR	P-I	C-E OVERLAY	Use Standard
Farmers Market		S	S	S	S	P	P	P	P	P	P	P	P	P		Sec. 8.4.A
Garage/Yard Sale	P	P	P	P	P	P	P	P	P	P	P		P	P		Sec. 8.4.B
Real Estate Sales Office/Model Unit	P	P	P	P	P	P	P	P	P	P	P	P	P	P		Sec. 8.4.C
Temporary Contractors Office	P	P	P	P	P	P	P	P	P	P	P	P	P	P		Sec. 8.4.D
Temporary Mobile Food Sales						P	P	P	P	P	P	P	P	P		Sec. 8.4.E
Temporary Outdoor Entertainment						P	P	P	P	P	P	P	P	P		Sec. 8.4.F
Temporary Outdoor Sales/Promotion						P	P	P	P	P	P	P	P	P		Sec. 8.4.G
Temporary Outdoor Storage Container	P	P	P	P	P	P	P	P	P	P	P	P	P	P		Sec. 8.4.H