



3S258 MANNING AVENUE • WARRENVILLE, IL 60555 • PH: 630-393-9050

## APPLICATION FOR TEMPORARY USE PERMIT FOR AUXILIARY OUTDOOR SEATING

**Instructions:**

- o Review Auxiliary Outdoor Seating Area Program Rules
- o Email complete and signed application together with Site Plan and other required documents to [nataliad@warrenville.il.us](mailto:nataliad@warrenville.il.us)
- o Questions regarding this permit? Call 630-836-3030

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

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

**Contact Name:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Describe proposed location and operation of the auxiliary outdoor seating area:**

**Will alcohol be served in the auxiliary outdoor seating area? Yes No**

Note: Existing City Liquor Licenses allow alcohol service and consumption in the auxiliary outdoor seating areas that have a valid City approved Temporary Use Permit.

**Will temporary signage be installed? Yes No**

**If Yes, provide number of signs, their dimensions and location:** \_\_\_\_\_

Note: up to two temporary advertising signs may be installed with the maximum parameters: banner size shall not exceed forty (40) square feet and 7 feet in in height, if mounted on posts. Feather flags shall not exceed 11 feet in height.

**Do you plan to install any covering above auxiliary outdoor seating area? Yes No**

Note: Building Permit is required to install temporary tent over 120 square feet in area.

**Do you own the property into which the auxiliary outdoor seating is proposed? Yes No**

NOTE: If you do not own the property on which the auxiliary outdoor seating would be located, the owner of the property, or his/her authorized representative, must also sign this application or provide a separate letter indicating their approval for you to use their property for this purpose.

**Attachments**

- Site Plan (to scale with accurate dimensions) illustrating location and layout of proposed outdoor seating area, including all related improvements, i.e., tables, fencing/barriers, signage, trash receptacles, tents, etc.**
- Proceed at Your Own Risk Agreement**
- Building Permit for temporary tent structure(s) over 120 square feet in area, if one is proposed.

Additional required attachments if outdoor seating is located wholly or partly on City property (i.e., street / right-of-way):

- Certificate of Liability Insurance, naming the City of Warrenville as an additional noncontributory primary insured.
- City-approved temporary License Agreement

**Name and Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing below, I acknowledge that I am the owner of the property on which the new seating area will be located and I permit this property to be used for this purpose (not required if separate authorization letter provided).

**Name and Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE:**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approval Conditions: \_\_\_\_\_