



**ZONING PERMIT INFORMATION
FOR
AMUSEMENTS, FESTIVALS &
PROMOTIONS**

COMMUNITY DEVELOPMENT DEPARTMENT
(847) 506-6030 www.cityrm.org

Temporary outdoor business activities are related and accessory uses associated with the main use of a property when they are not conducted within an enclosed building. Amusements, festivals and promotions fall into this category.

The following items are required:

- A cover letter outlining all aspects of the proposed outdoor activity.
- Zoning Permit application for the outdoor business activity.
- Additional permit applications may be required if any of the following are to be installed or erected:
 - Electrical – including generators
 - Tent(s) over 650 sq. ft. require a permit. All tents, regardless of size, require a flame resistant certificate.
 - Temporary Signage
 - Temporary Food Service
- Three (3) copies of a scaled site plan indicating the location of tents, food service areas, electrical, signage, etc.
- Three (3) copies of the flame resistant certificate.
- Contact person's name and phone number is required.
- Please allow 10 business days to process your permit.

Please review the attached regulations regarding Outdoor Business Activities for additional information.

Fee:

Festivals, parties & promotions: \$100.00
Amusements (circuses & carnivals): \$200.00

Nothing in this pamphlet shall amend or substitute for the codes, ordinances or standards of the City of Rolling Meadows.

Zoning Requirements for Outdoor Business Activities

Nothing in this pamphlet shall amend or substitute for the codes, ordinances or standards of the City of Rolling Meadows.

Outdoor Business Activities are related and accessory uses associated with the main use of a property while not conducted within a wholly enclosed building. The regulations are intended to address the most common activities and allow their limited use.

PERMANENT ACTIVITIES

Permanent outdoor business activities are only allowed as a special use requiring public hearing and City Council approval. Included are restaurant outdoor seating, material and product storage, equipment and machinery storage and construction material stored for sale. Permanently placed vending machines are separately treated and are allowed by permit. The use of permanently parked vehicles, semi-trailers, truck bodies and drop storage containers is prohibited.

TEMPORARY ACTIVITIES

Within various use districts there will be certain activities permitted on a temporary basis. Those activities not listed or that are to be for a time period exceeding the allowable would only be allowed as a special use.

The temporary outdoor activity must be operated by the business or occupant of the site upon which the activity takes place.

Conditions applicable to all temporary outdoor business activities are as follows:

- (1) A product or use not specifically listed or those that are proposed for a duration exceeding the allowed maximum shall only be by specific approval of the City Council.
- (2) A permit issued by the Community Development Department is required for each structure, activity or event. The fee for said permit shall be as prescribed by Appendix B of the Code of Ordinances.
- (3) All material or product stored and displayed must be maintained in a neat, orderly and clean manner.
- (4) Seasonal sales and displays not within a temporary shelter or tent and open to the sky are allowed only for potted plants, bagged landscape material, arts and crafts and retail products normally found within the premises' building and holiday trees and decorations with the following conditions.
 - a. Must not occupy more than 2% of the lot area or 3,000-sq. ft., whichever is less.
 - b. Packaged material shall be stacked in a safe manner and be not higher than five (5) feet.
 - c. The duration shall be for not more than 120 days per calendar year. With any one storage or display period not exceeding 90 days.
 - d. Shall not occupy more than 20% of the required parking area and not obstruct any parking designated for the disabled.
 - e. The location and arrangement is subject to the approval of the Community Development Director or his/her designee.
- (5) Seasonal sales and displays within a temporary tent or structure or under a fixed canopy are allowed for the following: potted plants, bagged landscape material, arts and crafts and other retail products normally found within the premises' building, holiday tree and decorations with the following conditions:
 - a. Must not occupy more than 1% of the lot area or 1,500-sq. ft., whichever is less.
 - b. Packaged material shall be stacked in a clean, safe and orderly manner and be not higher than five (5) feet.
 - c. The duration shall not be more than 120 days per calendar year with any one storage or display period not exceeding 90 days.
 - d. Shall not occupy more than 10% of the required parking and not obstruct parking for the disabled.
 - e. The location and arrangement is subject to the approval of the Community Development Director or his/her designee.

- (6) Sidewalk sales are allowed as follows:
 - a. Must be operated by the business such sale is fronting.
 - b. The square foot area occupied by the sale (tables, racks, etc.) is not to exceed two times (2x) the width of the store of business fronting the sidewalk.
 - c. Location and arrangement is subject to the approval of the Community Development Director or his/her designee.
 - d. The duration is not to exceed eight (8) days per month and 32 days per calendar year.
- (7) Temporary automobile or boat sales are allowed as follows:
 - a. Such sale must have specific approval of the City Council.
 - b. The area occupied is not to exceed 2% of the lot area or 5,000-sq. ft., whichever is less.
 - c. Occupy not more than 10% of the required parking and not obstruct parking designated for the disabled.
 - d. Location and arrangement is subject to the review and approval of the Community Development Director or his/her designee.
 - e. The duration shall not exceed ten (10) days per event and not more than 30 days total per calendar year.
 - f. Two (2) signs not exceeding 100-sq. ft. in area shall be permitted subject to the approval of the Community Development Director or his/her designee.
- (8) Festivals, parties, entertainment and promotional events are allowed subject to the following:
 - a. Not to exceed more than 3% of the lot area or 10,000-sq. ft., whichever is less.
 - b. Not to occupy more than 10% of the required parking and not obstruct parking designated for the disabled.
 - c. The location and arrangement is subject to the approval of the Community Development Director or his/her designee.
 - d. The hours of operation are subject to the approval of the Community Development Director or his/her designee.
 - e. The duration is not to exceed four (4) consecutive days or a total of eight (8) days per calendar year.
 - f. One (1) sign not exceeding 100-sq. ft. in area shall be permitted subject to the approval of the Community Development Director or his/her designee.
 - g. Must be sponsored and/or operated by a business permanently located on the premises.
- (9) Amusements such as carnivals and circuses are allowed subject to the following:
 - a. The area occupied shall not be more than 15% of the lot area or 65,000-sq. ft., whichever is less.
 - b. Shall not occupy more than 30% of the required parking or obstruct parking designated for the disabled.
 - c. The duration shall not exceed eleven (11) consecutive days or a total of 22 days per calendar year.
 - d. Two (2) signs not exceeding 100 sq. ft. each shall be permitted subject to the approval of the Community Development Director or his/her designee.
- (10) The following special activities are allowed in residential districts: church festivals, church seasonal sales, festivals and fundraisers in public parks, subject to the following:
 - a. The location, arrangement and duration are subject to the approval of the Community Development Director and his/her designee.
 - b. Two (2) signs not exceeding 100 sq. ft. each shall be permitted subject to the approval of the Community Development Director or his/her designee.
- (11) Temporary storage trailers and drop storage containers are allowed only as follows:
 - a. Maximum number allowed is one (1) per acre of land or fraction thereof with a maximum of six (6) each not to exceed 4,160 cubic feet in volume.
 - b. Duration is limited to 60 consecutive days not to exceed 120 days per calendar year. Exception in residential districts where the maximum is eleven (11) consecutive days per calendar year.
 - c. The location, arrangement and contents of the storage trailer or container are subject to the approval of the Community Development Director or his/her designee.



Community Development Department
3600 Kirchoff Road Rolling Meadows, IL 60008
847-506-6030 www.cityrm.org

APPLICATION FOR ZONING PERMIT FOR
OUTDOOR BUSINESS ACTIVITY

Business Name (DBA): _____

Business Address: _____

Contact Name: _____ Telephone No.: _____

Location of Outdoor Activity: _____
(Attach scaled site plan indicating location of the proposed activity or use.)

Proposed Activity (describe): _____

Describe products to be displayed or stored: _____

Activity Dates & Times: _____

Related conditions - Check applicable condition(s) & attach applicable permit application(s) and information.

- Temporary Electrical Temporary Food Service Temporary Signage
Temporary Structure or Tent Temporary Storage Trailers or Containers

I hereby apply to the Community Development Department of the City of Rolling Meadows, Illinois for a Zoning Permit for the approved
described outdoor activity. If the permit is granted I will comply with all ordinances relating to the permit and pay the required fees. I will
submit the activity to inspection. No error or omission in the application, whether or not approved, shall relieve the applicant from performing in
any other manner than that provided in the ordinances related thereto.

Applicant's Signature _____ Date _____

Community Development Department: [] Approved [] Denied

Comments: _____

By _____ Date _____

Fee: \$ _____ Permit #: _____