



**APPLICATION FOR TEMPORARY
USE PERMIT**

*Includes construction trailers, tents, and sidewalk
sales- Please see below for more details*

Fee: \$0

Location: _____ Zoning District: _____

Applicant Name: _____ Telephone: _____

Applicant Address: _____

Contractor Name (if applicable): _____ Telephone: _____

Contractor Address: _____

Legal Description Lot: _____ Block: _____ Addition: _____

Description of Proposed Temporary Use: _____

Length of Time of Proposed Temporary Use: _____

The above application is hereby (granted/denied) for the follow reason:

Date of Issuance or Denial _____ Signed _____

Community Development Coordinator

Return Completed Form To: Office of Community Development City Hall 2nd Floor 232 E. Jackson St. Macomb IL 61455

If you have any questions on completing the form, please feel free to call our office (309) 833-4944.



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As a condition of the issuance of this Conditional Use Permit/Certificate of Occupancy for the above stated temporary use, the applicant agrees to the following conditions as per [Section 17-907](#) of the Macomb Unified Development Code.

1. All temporary uses shall be conducted behind the building setback line except as otherwise permitted by the City Council.
2. Construction trailers, equipment storage sheds and portable lavatories shall meet the following conditions:
 - a. The trailer, shed or portable lavatory shall be incidental to construction;
 - b. The trailer, shed or portable lavatory shall be located on the same lot as the construction or on an abutting lot;
 - c. The trailer, shed or portable lavatory shall remain on the property no longer than the time of construction;
 - d. The trailer, shed or portable lavatory shall be located no closer than twenty (20) feet from any public street or any other property located in a residential district.
 - e. Any sign located on the trailer shall be considered the construction sign permitted pursuant to Article 7, Chapter 3 of the Macomb Unified Development Code.
3. Tents shall meet the following conditions:
 - a. All tents shall be constructed of flame retardant material and erected securely. A certificate verifying that the tent material is flame retardant shall be clearly displayed on the tent. Guy wires, stakes or other supports shall be clearly marked and secured.
 - b. Tents shall require a setback of at least five (5) feet from side and rear property lines.
 - c. Lighting or other electrical equipment shall be installed in accordance with the city's electrical code.
 - d. Tents shall be erected for no longer than seven (7) days in residential districts and 30 days in commercial and industrial districts, except as otherwise provided by the Community Development Coordinator.
4. Art, Craft, and Book, and Sidewalk Sales and similar uses as determined by the Community Development Coordinator shall meet the following conditions:
 - a. No more than three (3) may be held in a twelve (12) month period and each may not be longer than two (2) days in length.