



200 N River St.

Montgomery, IL 60538

Email to: permits@montgomeryil.org

(630) 896-8080 ext 9023

### Temporary Use Application

*(Please note- All Applications must include a Site Plan showing the location and site details of the use.)*

*Permit not required for Portable Outdoor Storage Containers (POD) for less than 3 weeks (Must not block sidewalk and cannot be located in the street)*

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Temporary Outdoor Sale | <input type="checkbox"/> Farmers Market        | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Temporary Food Vendor  | <input type="checkbox"/> Outdoor Entertainment | <input type="checkbox"/> Other       |

Name of Applicant: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Location (if other than above): \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Description: \_\_\_\_\_

*For Block Parties ONLY: Are Fire/Police Requested (if available)*  Yes

Are barricades needed?  Yes If yes, at what location(s): \_\_\_\_\_

\_\_\_\_\_  
Owner or Authorized Persons Signature

\_\_\_\_\_  
Date

NO PERMIT SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED APPLICATION HAS BEEN SUBMITTED AND IS ON FILE WITH THE VILLAGE. **THE FEE FOR TEMPORARY USE IS \$100.00.** (NO FEE FOR BLOCK PARTY)

-Village Use Only-

Date of receipt: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Sufficient Parking: \_\_\_\_\_

Public Works Approval: \_\_\_\_\_

Result of Final Inspection: \_\_\_\_\_

Police Notified: \_\_\_\_\_

Permit #: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration: \_\_\_\_\_ Approved By: \_\_\_\_\_

# Block Party Rules and Regulations

1. The Village of Montgomery reserves the right to refuse to block of any roadway.
2. The applicant must provide an emergency phone number for the duration of the event.
3. Everyone on the proposed closed road must be invited to the party.
4. No person attending a block party shall make any loud noise or disturbance which will create a nuisance for persons not attending the party. They must abide by the Noise Ordinance.
5. No party may exceed more than 8 hours and may not extend past 10 pm upon any portion of the public right of way.
6. No block party shall occupy more than 600 ft of any public right of way.
7. A police officer will contact the applicant prior to the party and public works will deliver the barricades to the street to be closed.
8. The applicant is responsible to place the barricades in accordance with the approval of the Police Department and they must be removed by 10 pm.
9. No public right of way shall be completely blocked by any block party or gathering. Access must be available by either person or vehicle. Emergency vehicles must be able to pass through the closed street.
10. A police car and fire truck will attend if possible.
11. No illegal activities are allowed. This includes, but is not limited to:
  - Underage Drinking
  - Fireworks
  - Drugs
  - No alcohol liquor shall be sold at any block party
  - No alcohol allowed on street or sidewalk
12. The applicant will be responsible for removal of any litter, debris, etc. from the street or sidewalk as a result from the party. This will be checked by the Code Enforcement Officer.
13. The applicant must come to the Village Hall to pick up the permit and have it available upon request.