



LaSalle County
Environmental Services and Land Use

119 W Madison St., Room 107, Ottawa, IL 61350

T. 815.434.8666
F. 815.433.9303
E. landuse@lasallecountyil.gov

Special Event/Temporary Event Application
Section 4.7-2

For Office Use
Permit # _____
Application Fee: \$75.00

Date of Application: _____
(Complete app. for all special /temp. events must be made 90 days prior to event)

Property Owner Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Applicant Name (s) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Required Application Attachments

Site Plan (structures, setbacks, signs, banners, parking, etc.)
Parking and Circulation for Event (stalls, circulation paths, etc.)
Sanitation Plan (restroom/hand wash facilities)
Copy of Liability Insurance
Traffic Control and Security Contract
Bond or Letter of Credit Guaranteeing 100% Clean-up
Property Owner Authorization of Event (signature below)
EMA approved Emergency Plan

***If alcohol is being served, a permit may be required
from the LaSalle County Liquor Commission**

Event Name _____

Event Details/Purpose _____

(Attach additional details if needed)

Location of Event

Address _____

City _____ *ZIP* _____

PIN _____ - _____ - _____

Date of Event _____ *Duration* _____

Admission Fee _____

Expected Attendance _____

Event Sponsors _____

Serving Food or Alcohol? If so, please provide details:

SPECIAL EVENT CERTIFICATION

The Undersigned Certifies the statements contained and provided in this application are true and correct and that the aforesaid special event will conform to the requirements of the LaSalle County Zoning Ordinance and any other applicable law. If permission is granted for this special event permit the undersigned agrees to indemnify and keep harmless the said County of LaSalle, from any and all suits at law or in equity, damages expenses and attorney's fees, that may be sustained by the said County on account of injuries or damages sustained by any person to his person or property, occasioned in any manner by the granting of the permit requested.

Property Owner Name (please print) _____

Property Owner Signature _____

Date _____

FOR OFFICE USE

Reviewed By: _____ Date: _____

Approved

Yes

No

Explanation and
Conditions: _____

Zoning District: _____

Zoning Official Signature

Date

Requirements for Special Events

Special Event: Any temporary occurrence involving a display, demonstration, performance, exhibition or amusement lasting (30) days or less or is otherwise being held for a commercial purpose which includes, but is not limited to, festivals, concerts, carnivals, arts and crafts shows, circuses, sporting events, and any other such similar occurrence or event. A Special Event shall not include 4-H fairs or 4-H gathering, family reunions/weddings, auctions, 4th of July firework stands, or charitable fund raising events.

Special events shall be subject to the following restrictions:

- A. Special events shall be limited to **no more than four (4) occurrences** per calendar year for each zoning lot.
- B. An applicant for a special event must apply for and obtain a special events permit from the Environmental Services and Land Use Department

All persons desiring to conduct a Special Event shall first submit an application to the County Zoning Department **no later than ninety (90) days prior to the special event.**

Such application shall contain the following:

- A. Site Plan-A detailed site plan must be submitted demonstrating how the site will be utilized for the event, including any signage or banners for the event.
- B. Parking and Circulation Plan-must show stalls, circulation paths, access locations and traffic control devices.
- C. Sanitary Facilities-report from LaSalle County Health Department, if necessary, confirming compliance with all applicable Health and Sanitation Codes.
- D. **Certificate of Insurance:** A Certificate of Insurance naming LaSalle County as an additional primary, non-contributory insured in the general aggregate amount of \$1,000,000 is required for events. In addition, the event that is covered by the insurance must be named on the certificate. An **original copy** of the certificate of insurance will be due at least **90 days** prior to event date. LaSalle County reserves the right to request additional insurance for the event as deemed necessary by the County. A hold harmless document shall be executed separately or be part of the insurance policy. This document shall indemnify LaSalle County against any and all actions arising from, during, or as a result of the event.
- E. An executed Traffic Control and Security Contract must be secured and submitted to the County as part of the application of a special event. This contract will provide for off-duty police officers or trained security personnel to deliver traffic control and security for the event.
- F. Owner Authorization-when the applicant for a Special Event is not the owner of the lot on which the event will occur, the applicant shall submit proof of the owner's authorization which shall be in writing, dated, signed by owner and contain sufficient information so as to identify the property and the proposed Special Event.
- G. Bond or Letter of Credit-a cash bond or irrevocable standby letter of credit shall be placed with the LaSalle County Planning and Zoning Department to guarantee removal of all temporary structures, tents, junk and debris from the site upon termination of a Special Event. The amount of the cash bond or irrevocable standby letter of credit shall be 100 percent of the estimated cost of removal of the Special Events items from the lot.
- H. Highway Department acknowledgment and event authorization
 - I. Alcohol-If alcohol is served or sold at the event, a permit may be required from the LaSalle County Liquor Commissioner.
- J. EMS Support-Certain events may require medical support on-site or on call to supplement the jurisdictional EMS team responsible for the event. In these instances, the event organizer will be notified in writing of the required medical personnel for which they will be responsible to provide.
- K. Food and Beverage Health Inspections-Food and beverages shall not be sold or given away at an event, unless approved and licensed, if necessary, by the LaSalle County Health Department. Event organizers are responsible for arranging health inspections for their events.
- L. Resident and/or Business Notification- For events that require street closures, or may cause disruption for LaSalle County residences or businesses, mailed or hand delivered notification must be provided to the affected parties 15 days prior to the event.
- M. An approved Special Event emergency plan will include the following planning elements, a Severe Weather Plan with a designated Weather Watcher, Notification Procedures and Evacuations, Emergency Service Coordination among EMS, Local Fire and Local Police agencies and for the event organizer to register the event at <http://arcg.is/KyXj8>.
- N. Compliance with any other Law/Ordinance: The applicant shall comply with all applicable local, state, or federal ordinances, codes, conditions and requirements.

The LaSalle County Director of Environmental Services and Land Use, at his/her discretion, may require additional information or waive any of the above specific requirements as he/she determines necessary.

Full Application Requirements and Procedure can be found in Sec. 4.7-2 of the LaSalle County Zoning Ordinance