

**VILLAGE OF MATTESON
APPLICATION FOR A SPECIAL EVENTS PERMIT**

Instructions for completing the Special Events Permit:

When applying for a Special Events permit, it is very important that your application be completed accurately and completely in order to avoid any delays in processing. Any failure to submit copies of the required documentation will delay the application process.

PLEASE NOTE: The Village does not permit any painted markings on any of its streets, sidewalks, public right-of-ways or hike and bike trails.

Special Events Permits are required for any of the following activities:

Any organized athletic, fund raising, or public awareness type of events that may use any public streets or sidewalks as their route. Such as Marathons – Bikeathons – Walkathons, etc. The routing of any of these types of events is subject to the authorization of the Village of Matteson Police, Fire and Public Works Departments.

A Special Event Permit is required for any Commercial event including Sidewalk Sales and special business promotions.

Block Parties

Any block parties that may necessitate the closing or cordoning off of any public right-of-way are subject to the authorization of the Village of Matteson Police and Fire Departments and the Public Works Department.

For safety reasons, block parties require the organizers to obtain the written permission of at least half of the residents who live on that block affected by the street closing prior to any Village review of their permit request.

Upon Village approval of the block party permit, the organizers are required to provide all the residents of that block with written notification of the date and times of the party and notification that the street will be closed for through traffic.

The Public Works Department will drop off the street barricades at or near the streets that require blocking. The organizers will be required to set up the street barricades at the beginning of the party. At the conclusion of the party, the organizers will be required to remove the barricades to the parkways for later pick-up by the Public Works Department.

BUSINESS SIDEWALK SALES

The Board has authorized a maximum of five (5) sidewalk sales per calendar year for a maximum duration of five (5) days each. Multiple tenant shopping centers are encouraged to coordinate sidewalk sales for voluntary participation by tenants not more than five (5) times annually on a center-wide basis. The Building Commission will review the requests for these sales and monitor the number of sales each year. The Commissioner will notify the Fire Department of the requested sales to enable them to schedule an inspection of the sale area. There is no charge for permission to hold a business sidewalk sale. All other departments will be notified for information purposes (date, time, location, etc.)

SPECIAL BUSINESS PROMOTIONS

Searchlights, hot air balloons and inflatable symbols may be permitted a maximum of five (5) times annually for not more than five (5) consecutive days each time.

Tent sales or other forms of parking lot displays are permissible three (3) times annually for a period not to exceed sixty (60) days in any year, with each singular occurrence not to exceed thirty (30) consecutive days. Please note that the Village of Matteson Zoning Ordinance, Section 159.22, indicates that special events involving Temporary Outdoor Accessory Uses may only be permitted subject to the following condition: ***“Items for sale in the temporary outdoor sales area shall only be those which are related to that commonly sold indoors of the principal building on the site.”***

The Building Commissioner will be monitoring and reviewing the requests for special business promotions. The Commissioner will consult with appropriate personnel in other departments, as necessary, regarding locations, inspection, etc. There is no charge for special business promotions. All departments will be notified of any promotion approved (date, time, location, etc.)

NOTE: Other activities such as carnivals, parades circuses and fireworks displays require specific Village Board authorization. Additionally activities mentioned above which vary from the stipulated guidelines also require Board authorization.

Please allow 7 business days for processing

**VILLAGE OF MATTESON
APPLICATION FOR A SPECIAL EVENTS PERMIT**

Date: _____

1. Reason for the Special Events Permit: _____

2. Details of the event: _____

Attach a map of the entire area to be utilized. Include information such as: location of equipment/tent/exit & entrance to any buildings. (A drawing will suffice.)

3. What are the Special Event date/s & times: _____

Alternative date/s & times: _____

4. Individual Applicant Information:

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone (_____) _____ Work Telephone (_____) _____

5. Organization information:

Name _____

Address _____ Telephone (_____) _____

City _____ State _____ Zip _____

The length of time that you have been representing the organization _____

Is the company a tax-exempt or not-for-profit organization? _____

6. Please answer the following questions:

Has any permit issued to you or to your organization ever been suspended, revoked or denied?

Have you ever been convicted of a felony? _____

If yes, please explain: _____

7. What is the identification of the person who will be in charge of the Special Event being conducted in the Village of Matteson?

Name _____

Address _____ (Telephone) (_____) _____

City _____ State _____ Zip _____

8. What streets are you requesting to be blocked off: _____

9. What is the route of your parade, marathon, etc.: (attach map) _____

10. I affirm that all of the previous statements are true and that the solicitation will adhere to all of the above statements. I further affirm that if a permit is granted, that it will not be used or represented in any way or form as an endorsement of or by the Village of Matteson or any department or officer thereof.

Signature _____ Date _____

Name _____ Title _____

Notary:

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public _____

My Commission Expires _____

Police Department Response:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____

Fire Department Response:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____

Public Works Department Response:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____

Community Development/Planning Department Response:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____

Parks and Recreation Department Response:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____

