

CITY OF LOCKPORT

OUTDOOR SPECIAL EVENT PERMIT APPLICATION

\$25.00 Non-Refundable processing fee (no fee for a Block Party)



Office of the City Clerk
222 E. 9th Street/3rd Floor
Lockport, Illinois 60441
Office: 815-838-0549 Fax: 815-838-9498
Website: www.cityoflockport.net

This application pertains to a one time or infrequently occurring event that takes place outside normal operations, programs or activities of the private sponsoring/organizing individual, group or business. An Outdoor Special Event Permit may be permitted in any Zoning District upon application to the City Clerk's Office for review and approval.

A permit is required for any of the following outdoor activities, including but not limited to:

- a) Any organized athletic, fundraising, or public awareness types of events, including those that may use any public streets or sidewalks as their route;
- b) Special business promotions, excluding temporary outdoor sales.
- c) Carnivals, parades, petting zoos, and fireworks displays;
- d) Church socials, festivals, and weddings* (*except for those held at the Lincoln Landing/governed by the Lincoln Landing Site Council); and
- e) Block parties or gatherings.

**\$25.00 Non-Refundable processing fee
(no fee for a Block Party)**

**APPLICATION FOR AN OUTDOOR SPECIAL EVENTS PERMIT
OFFICE OF THE CITY CLERK
LOCKPORT, ILLINOIS 60441**

PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY. Incomplete forms will be returned. Complete application packets must be submitted no less than thirty (30) days prior to the event. Please submit application to the City Clerk's Office, 3rd Floor.

CONTACT INFORMATION

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Cell Phone Number: _____

Organization or Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

SPECIFIC REQUEST INFORMATION

Description/Type of Event: _____

Location of Event: _____

Event Date: _____ Rain Date: _____

Starting and Ending Time: _____

If Applicable: Name of Street to be Closed Off (specify hundred block and cross streets):

If Applicable: What is the route of your parade, running event, etc. _____

Estimated Number of People Attending: _____

If having a Block Party, estimated number of children attending: _____

Date of Last Event at Same Location: _____

Type of Outdoor Music: Yes No Type: Radio Stereo DJ Band

Location of Sound Amplification on the Property: _____

Is the Property within 300 feet of the Property Line of any residence/s, hospital, church, or school?

Yes No (If yes, then identify: Residence's Hospital Church School)

Use of Alcohol: Yes No Type: BYOB Keg other, describe: _____

(Sales and underage drinking is prohibited)

Use of a Canopy, Tent, or Other Temporary Structure: Yes No (Building Permit may be required; no stakes are to be driven into any public street or public sidewalk). The Building Department can be contacted at (815) 838-0549 press 5.

Use of a Stage: Yes No (Building Permit may be required)

Use of Food Vendors or Caterers: Yes No / Name of Business: _____

Telephone Number: _____

Use of Inflatable Children's Toys (Jumpies): Yes No (Must be located on private property).

Use of portable restroom facilities (port-a-johns): Yes No (Must be located on private property and the number shall be determined by the Building Official). The Building Department can be contacted at (815) 838-0549 press 5.

Note: If there is an active Homeowner's Association (HOA), an approval from a HOA Board Member of the Special Event will be required: Yes No (If yes, please provide approval letter from HOA Board Member)

Applicant's Statement of Agreement:

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application. The permit, if granted is not transferrable and is revocable at any time at the absolute discretion of the City of Lockport. I hereby affirm the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance with all conditions and requirements. 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 City of Lockport or any department or officer thereof.

I, _____ the undersigned agree to abide by the provisions in this Application.

LOCATION OF EVENT: _____ DATE OF EVENT: _____

(Print Name of Applicant)

(Signature of Applicant)

Name of Organization

Date: _____

For Office Use Only:

Received and Recorded in the City Clerk's Office on _____

Mailed to applicant on _____

Donna Tadey
Administrative/Deputy Clerk

Approval _____ **Chief of Police**

List any conditions: _____

Reason for Denial: _____

Approval _____ **Director of Public Works**

List any conditions: _____

Reason for Denial: _____

Approval _____ **City Planner**

List any Conditions: _____

Reason for Denial: _____

Approval _____ **Building Official**

List any Conditions: _____

Reason for denial: _____

Approval _____ **Fire District**

List any conditions: _____

Reason for Denial: _____

Approval _____ **City Administrator**

List any conditions: _____

Reason for Denial: _____

ORDINANCE NO. 19-034

AN ORDINANCE AMENDING CHAPTER 95, SECTION 95.03 OF THE CITY OF LOCKPORT CODE OF ORDINANCES PERTAINING TO OUTDOOR SPECIAL EVENT PERMITS

Published in pamphlet form by authority of the Mayor and the City Council of the City of Lockport, Will County, Illinois, this 19th day of September, 2019.

ORDINANCE NO. 19-034

AN ORDINANCE AMENDING CHAPTER 95, SECTION 95.03 OF THE CITY OF LOCKPORT CODE OF ORDINANCES PERTAINING TO OUTDOOR SPECIAL EVENT PERMITS.

WHEREAS, the City of Lockport is a home rule municipality as defined by Section 6(a) of Article VII of the Illinois Constitution of 1970; and

WHEREAS, the Mayor and City Council of the City of Lockport find that it is in the best interest of the City to amend Chapter 95 pertaining to Outdoor Special Event Permits.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOCKPORT, ILLINOIS as follows:

SECTION ONE: §95.03 of Chapter 95 of the City of Lockport Code of Ordinances is amended by adding the underlined and deleting the stricken as follows:

§ 95.03 GENERAL RULES AND REGULATIONS.

A special event shall be subject to the following restrictions, as applicable.

- (A) No more than four special events shall be permitted per calendar year at any one location.
- (B) An individual special event shall be limited to a maximum of four consecutive days with no less than 30 days between each special event.
- (C) The use of a tent or canopy in conjunction with a special event is allowed. However if a tent or canopy is erected, used or maintained, then it shall meet all yard setback requirements of the zoning district where it is located, as well as comply with all applicable building codes.
- (D) Hours for a special event are limited to 9:00 a.m. to 10:00 p.m., except on properties zoned C4 Downtown Commercial, where event hours can be extended to 12:00 midnight or hours extended by the City Administrator in other zoning districts as deemed appropriate.
- (E) Sound amplification/playing of music shall be so controlled so as not to be unreasonably loud, raucous, jarring, disturbing or become a nuisance to adjacent uses. The same is subject to the city's noise ordinances §§ 130.04 and 156.072.

In the event that the applicant does not comply with the noise ordinance of the City, the police shall submit a written notice to the applicant providing requirements to comply with the noise ordinance. In the event that the applicant does not comply with the City of Lockport Police Department's recommendations then the Lockport Police Department has the authority to close the event or a portion of the event in order for the event to conform the noise ordinances of the City.

- (F) Protective barriers, such as barricades or temporary fencing shall be installed to ensure that the area designated for the special event is protected from encroachment by vehicle/s. However the protective barrier must be easily removed in case of an emergency.
- (G) Fire lanes, fire connections, and fire hydrants shall remain free and clear for adequate accessibility and use in an emergency.
- (H) The person listed on the application as having the authority to control the event must remain at the event until its completion, and shall be available to accept any complaints.
- (I) The person listed on the application or sponsoring the event shall be responsible for the removal of all litter and refuse on the property, or deposited in the public right-of-way or onto adjacent properties. All operating area's designated for the special event shall be kept free of trash and loose debris as a result of the event.
- (J) No alcoholic beverage shall be sold at any event unless the proper State of Illinois and City of Lockport liquor license has been issued. Underage drinking is prohibited. Alcoholic beverages are to remain within the area designated for the special event and not allowed on the public right-of-way or adjacent properties. All beverages shall be served in a non-glass container.
- (K) No stakes are to be driven into the pavement of any public street or public sidewalk.
- (L) Special event shall be operated from only the area's specifically designated on the site plan attached to the application.
- (M) Security for the special event shall be provided as determined by the City's Chief of Police.
- (N) Portable restroom facilities shall be provided as determined by City's Building Official based upon by the estimated size of the event and the availability of permanent washroom facilities.

(0) Specific to a block party or gathering, in addition to the above, the following shall also apply:

- (1) No public right-of-way shall be completely blocked by any block party or gathering, but rather, access must be available for any person wishing to use the public right-of-way for either pedestrian or vehicular purposes; and
- (2) That portion of the public right-of-way to be used by the block party or gathering shall be designated with two signs and two barricades to be provided by the City. Public Works will deliver the signs and barricades to the address of the applicant leaving them by the garage or against the house, and will pick up the signs and barricades at the same location the following working day. ~~(If you need more than two signs/two barricades please contact Jenise Lopez at (815) 838-0540 ext. 2308 or Sharon Stetzer at (815)838-0540 ext. 2303)~~

(P) If there is an active Homeowner's Association (HOA), an approval from a HOA Board Member of the special event will be required.

SECTION TWO: This Ordinance shall be in full force and effect from its passage, approval, and publication in pamphlet form as provided by law.

PASSED THIS 18th DAY OF September, 2019, with

8 ALDERMEN voting aye 0 ALDERMEN voting nay

0 ALDERMEN abstaining 0 ALDERMEN absent

the Mayor voting aye _____, voting nay _____, not voting X

AYE SABAN AYE SCHREIBER AYE BERGBOWER AYE GILLOGLY

AYE DESKIN AYE LOBES AYE BARTELSEN AYE PERRETTA

 MAYOR

Steve Streit, Mayor

ATTEST:


Kathleen Gentile, City Clerk

Mayor
Steven Streit

City Clerk
Kathleen Gentile

City Attorney
Sonni Choi-Williams

City Treasurer
David H. Palya



City of Lockport

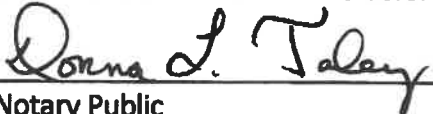
222 E. Ninth Street ♦ Lockport, IL 60441-3497

AFFIDAVIT

I, Kathy Gentile, City Clerk of the City of Lockport, Illinois, on oath state that on SEPTEMBER 18,
2019, the Mayor and the City Council of the City of Lockport adopted Ordinance No. 19-034
and then on SEPTEMBER 19, 2019, I published such Ordinance in pamphlet
form by placing at least three copies thereof on file for examination by the general public at the
Office of the City Clerk, 222 E. 9th Street, Lockport, IL.


City Clerk

Subscribed and sworn to me before this 19TH day of SEPTEMBER, 2019.


Notary Public

