



Village Clerk's Office
Village of Matteson
4900 Village Commons
Matteson, IL 60443
(708) 283-4900

TITLE IX - CHAPTER 101: SPECIAL EVENTS

(adopted March 15, 2010; Ord. No.: 4037)

101.01 SPECIAL EVENTS.

A special event is described as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing individual or group. A special event may be permitted in any zoning district upon application to the Village Clerk's office for review and approval.

101.02 PERMIT REQUIRED. A special events permit is required for any of the following activities:

- (A) Any organized athletic, fund raising, or public awareness type of events that may require the use of any public streets or sidewalks as their route. The routing of these types of events is subject to the authorization of the Village of Matteson Police, Fire and Public Works Departments.
- (B) Special business promotions, excluding temporary outdoor sales (such as tent sales, parking lot sales, farmers markets, farm stands, sidewalk sales, and similar sales) as these are regulated by Section 159.22 F. 2. of the Matteson Zoning Ordinance. The use of searchlights, hot air balloons and inflatable symbols may be permitted in conjunction with a special business promotion.
- (C) Carnivals, parades, petting zoos, and fireworks displays.
- (D) Church socials, weddings, and yard parties.
- (E) Block Parties subject to the following:
 - (1) Any block party that may necessitate the closing or cordoning off of any public right-of-way is subject to the authorization of the Village of Matteson Police and Fire Departments and the Public Works Department.
 - (2) For safety reasons, block parties require the organizers to obtain 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.
 - (3) Upon Village approval of the special event permit, the organizers are required to provide all 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.

- (4) The Department of Public Works 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.

101.03 GENERAL RESTRICTIONS. Special events shall be subject to the following restrictions:

- (A) Special events shall be limited to no more than two (2) occurrences per calendar year for each zoning lot.
- (B) Special events shall be limited to a maximum of five (5) consecutive days each with no less than sixty (60) days between special events.
- (C) No painted markings of any kind will be permitted on any of the Village's streets, sidewalks, public right-of-ways or hike and bike trails.
- (D) Special events hours shall be limited to 9:00 am through 10:00 pm Sunday through Thursday; and 9:00 am through 11:00 pm Friday and Saturday.
- (E) The use of a tent in conjunction with a special event is allowed. If a tent is erected, used or maintained, then it shall observe all yard setback requirements in zoning district where located.

101.04 APPLICATION REQUIREMENTS AND PROCEDURE. All persons desiring to conduct a Special Event shall first submit an application to the Village Clerk's office not later than ten (10) business days prior to the event. The Village Clerk will forward all applications for a special event permit to appropriate personnel in other departments, as necessary, for review and approval. Such application shall contain the following:

- (A) A site plan, illustrating the location of the proposed special event, parking and circulation paths, access locations, and type of pedestrian and traffic control safety measures to be installed.
- (B) Dates and times for the proposed special event.
- (C) Type of equipment to be used (i.e. grill, lighting) and power source (i.e. charcoal, propane, electricity).
- (D) Required application fee.
- (E) Other details or information as may be required above.
- (F) If applicant is not the owner of the property, then written permission from the property owner shall be provided at time of application.

101.05 ADDITIONAL CONDITIONS.

The Village may impose additional conditions upon the issuance of a special event permit to insure the protection of the health, safety and welfare of the residents and participants.

VILLAGE OF MATTESON
APPLICATION FOR A SPECIAL EVENTS PERMIT

****Application, processing fee, and all required attachments must be submitted to the attention of Village Clerks Office at least ten (10) business days prior to the event****

Application Processing Fee: \$35.00

Date: _____

1. Reason for the Special Events Permit: _____

2. Details of the event: _____

Location of Event: _____

Attach a legible copy of a site plan. It is recommended that the map is a satellite picture such as Google, Map Quest, or Bing. The site plan should include as much detail as possible. The building, the streets, drive aisles, the location of the proposed event on the property, parking, circulation paths, access locations, and type of pedestrian and traffic control safety measures to be installed must be shown on the map.

Identify the type of any equipment to be used (i.e. grills, lighting, etc.) and any power source (charcoal, propane, electricity). Please note that a “k” class fire extinguisher is required if hot oil will be used.

Attach letter of approval from property owner if applicant is not owner of property.

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

Alternative date/s & times: _____

4. Individual Applicant Information:

Name _____ Email _____

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? _____

Phone number our response can be faxed to: _____

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.:

10. I affirm that all of the previous statements are true and that our Organization will abide by the Ordinances of the Village of Matteson. 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:

State of _____ County of _____

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

Notary Public _____

My Commission Expires _____

**Village of Matteson
Special Events Permit
(Block Party)**

In order to verify that the residents who will be affected by the requested street closings are in agreement with this event, please provide the Village with the signatures and addresses of at least 50% of the residents located within the street closing area.

NAME	ADDRESS	TELEPHONE NO.

For Office Use:

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: _____

Administration:

_____ *Approved* with following Conditions: _____

_____ *Denied* (Reason for Denial) _____

Title: _____ Date: _____