

Village of



290 Evergreen Drive • Vernon Hills, IL 60061 • 847-367-3700

## OUTDOOR USE PERMIT APPLICATION

New Permit (\$250.00)

Annual Permit Renewal (\$100.00)

Permit type<sup>1</sup>:          Dining                  Merchandise Display          Fleet Parking

*See following pages for required documentation and plans*

Business Name: \_\_\_\_\_

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

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

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

City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

By my signature below, I hereby affirm that I have read and understand the Outdoor Use Permit standards (Sec. 10-191) and the relevant operating standards for my proposed permit type (Sec. 10-197, Outdoor Dining & Seating, Sec. 10-198, Outdoor Merchandise Display, or Sec. 10-200, Fleet Vehicle Parking).

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> For temporary special events, please use Special Event Permit application form  
*Outdoor use permit application – last revised 9.4.2025*



**Required Documents and Plans (All applications)**

Landlord authorization

Site plan showing location of outdoor use

Brief description of request (include date range requested)

**Dining permits**

Layout (include dimensions, seats, and adjacent walkway clearance)

Appearance details (umbrellas, furniture)

Enclosure details

**Merchandise Display**

Layout (include dimensions, drive aisles, parking to be utilized, emergency access, and adjacent walkway clearance)

Appearance details (umbrellas, furniture)

Enclosure details

**Fleet Parking**

Layout (label number of spaces to be used)

Appearance details (photos of vehicles to be stored)

**Sec. 10-191. Outdoor Use Permit—Standards of review.**

The village board shall approve an outdoor use permit plan and application if it makes all the following findings:

- (a) The proposed plan is consistent with any specific plans adopted for the area.
- (b) The proposed plan will not adversely affect existing and anticipated development in the vicinity and will promote the harmonious development of the area.
- (c) The nature, configuration, location, density, and manner of operation of any outdoor use proposed by the plan will not significantly and adversely interfere with the use and enjoyment of residential properties in the vicinity of the subject property.
- (d) The proposed plan will not create any significantly adverse traffic impacts, traffic safety hazards, pedestrian-vehicle conflicts, or pedestrian safety hazards.
- (e) The proposed plan will not create any significantly adverse parking impacts as a result of employee or patron parking demands.
- (f) The proposed plan will not create any significantly adverse impacts on neighboring properties as a result of:
  - 1. The accumulation of garbage, trash or other waste.
  - 2. Noise created by operation of the outdoor use or by employees or visitors entering or exiting the building or area.
  - 3. Light and glare.
  - 4. Odors and noxious fumes.
- (g) The proposed plan will not be detrimental to the public health, safety, or general welfare.
- (h) The proposed plan will not obstruct pedestrian traffic or impede building egress and exiting.

In approving an outdoor use permit, the village board may impose such conditions, as it deems appropriate to protect the public health, safety and general welfare.

**Sec. 10-197. Outdoor dining and seating.**

- (a) Unless otherwise stipulated in the outdoor establishment plan, outdoor activities may operate year-round.
- (b) All table umbrellas must be free of advertising and must be anchored to a moveable base.
- (c) All tables, chairs, and umbrellas shall be removed from pedestrian sidewalks and placed inside the establishment at the conclusion of the day.
- (d) All debris created from the seating must be removed from the sidewalk and placed inside the establishment at the end of the day.
- (e) At no time shall the tables and chairs block or impair pedestrian movement on all sidewalks. A pedestrian walkway, a minimum of four feet in width, shall be provided between any seating area and any street, parking lot, or other areas traveled by motor vehicles.
- (f) The owners and operators of the establishment shall hold the Village of Vernon Hills harmless against any and all claims for injury arising out of the outdoor seating.
- (g) No additional signage shall be displayed.
- (h) No outdoor establishment shall be located on any area designated for parking of motor vehicles.

### **Sec. 10-198. Outdoor merchandise display and sales.**

- (a) Unless otherwise stipulated in the outdoor establishment plan, outdoor activities shall not commence before April 1 of any given year and shall be removed by September 30 the same year<sup>2</sup>.
- (b) No merchandise shall be stored on areas other than those depicted on the plan.
- (c) Merchandise shall not be stored immediately adjacent to any street, parking lot, or other area traveled by motor vehicles unless separated by a fence, wall, and four-foot pedestrian walkway.
- (d) At no time shall display areas or merchandise block or impair pedestrian movement on sidewalks. A pedestrian walkway, a minimum of four feet in width, shall be provided between any merchandise or display and any street, parking lot, or other areas traveled by motor vehicles.
- (e) No outdoor establishment shall be located on any area designated for parking of motor vehicles.

*Exception.* The village board may authorize the outdoor display of seasonal landscaping in parking lots as a temporary accessory use for retail stores having an outdoor garden center that is a minimum of 10,000 square feet. Such outdoor display and sales area shall be in accordance with the following requirements:

- (1) Seasonal merchandise may be displayed between April 1 and August 1 as approved by the village board<sup>2</sup>.
- (2) Applicants must seek approval from the village board on a yearly basis unless Staff determines that an existing outdoor merchandise area has been operated successfully and there are no changes proposed.
- (3) Merchandise shall be limited to the outdoor display of seasonal landscaping such as plants, trees, flowers, shrubs and similar live goods. Mulch, stone, brick pavers, tools, equipment and similar dry goods shall not be permitted.
- (4) Tents, greenhouses and similar structures are prohibited.
- (5) The display area shall be maintained in a clean condition. Empty storage racks and similar equipment shall not be stored within the display area.
- (6) Decorative fencing shall be placed around the perimeter of the display area.
- (7) Appropriate safety devices shall be used to protect pedestrians from vehicular traffic.
- (8) Signs shall not be permitted.
- (f) The owners and operators of the establishment shall hold the Village of Vernon Hills harmless against any and all claims for injury arising out of the outdoor sales.
- (g) No additional signage shall be displayed.

### **Sec. 10-200. Fleet Vehicle Parking**

- (a) Fleet vehicle parking shall be limited to vehicles operated by a business located on the same zoning lot.
- (b) The application for fleet vehicle parking shall be made on a form provided by the Village, and include a site plan indicating the location designated for parking, the total number of vehicles to be parked, a description of the vehicles, and the landlord's approval.
- (c) Vehicles parked in the designated area shall be in good working condition, free of visible damage, and without visible equipment.
- (d) Vehicles shall not be located to serve as signage.
- (e) Vehicles exceeding typical parking stall dimensions shall not block drive aisles, and must be clearly identified on the site plan.

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<sup>2</sup> The Board at its discretion can approve merchandise display dates outside of the range listed in the code.  
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