Village of Hanover Park

Municipal Building
2121 West Lake Street
Hanover Park, Illinois
60133-4398

630-823-5600
Fax 630-823-5786

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

Ronald A. Moser
Village Manager

VILLAGE OF HANOVER PARK

VILLAGE BOARD
REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Thursday, June 7, 2012
6:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA ITEM REVIEW**
4. **BOARD MEMBER CONCERNS**
   a. **Regulation of Commercial Vehicles**
5. **DISCUSSION TOPICS**
6. **STAFF UPDATES**
   a. **ERP Discussion**
   b. **2152 Lake Street**
   c. **Development Commission Update**
   d. **Special Events Policy**
   e. **Relay for Life**
7. **ADJOURNMENT**

TO: **Village President and Board of Trustees**

FROM: Ron Moser, Village Manager
Katie Bowman, Village Planner

SUBJECT: **Discussion of Regulation of Commercial Vehicles**

ACTION REQUESTED: ☐ Approval ☐ Concurrence ☒ Discussion ☐ Information

MEETING DATE: **June 7, 2012 – Board Workshop**

Executive Summary

Review potential elements of the regulation of the parking of commercial vehicles in residential districts and provide Staff direction for the preparation of an Ordinance to incorporate recommended regulation changes.

Discussion

At the Board Workshops of May 3, 2012 and May 17, 2012, the Board discussed the regulation of commercial vehicles. At their most recent workshop, the Board provided several comments regarding the proposed regulations (noted in bold below). They also determined that they would like to drive around the Village to better determine the types of vehicles currently being utilized and the potential impact of new regulations regarding such vehicles.

Agreed Upon Regulations:

The following requirements pertain to the parking of all vehicles within residential districts:

- All vehicles must display plate classification on the front and back at all times
- All vehicles must be parked on a permanent paved surface
- All vehicles parked or stored on private property must be legally owned or controlled by one of the owners or occupants of the residence

The parking or storage of vehicles bearing a "D" classification under the provision of the Illinois Vehicle code in residential districts is permitted, subject to the following restrictions:

- D Plated vehicles may not exceed a **gross** weight of 12,000 pounds
- D plated vehicles or commercial vehicles including those that contain equipment and racks/ladder to carry equipment or cargo shall not exceed the height of 8 feet, 6 inches, including any obstructions such as overhead loading racks and tool/utility boxes.
- D plated vehicles must display a current Illinois State Inspection sticker

Regulations to be Discussed:

- All vehicles may **store** up to a maximum of **two (2)** ladders

- It shall be unlawful for any person to park a public passenger vehicle, **other than a taxi cab,** in any residential district between the hours of 6am and 6pm, except when dropping off or picking up a passenger.

The following styles or types of vehicles, regardless of plate classification, are prohibited to park or be stored within residential districts at all times:

- Box Truck (U-Haul, Snap-on, etc)
- Flat Bed Trucks
- Dump Trucks or light weight duty dump trucks
- Platform/stake bodies
- Semitrailers or truck/tractor combination
- Dovetail Body
- Mechanical Cranes, hoist and boom or bed lifts
- B Plate vehicles that are StepTruck or Step Van that the DMV requires to display an VOSA ministry plate, which allows this type of vehicle to be used and stored in residential zones.

The storage of equipment or commercial/contractor material shall be concealed from view by a commercial grade manufactured bed cap, or permanent original equipment (OE) grade enclosure. The following types of materials are prohibited:

- Plywood or homemade material used as bed risers or height extenders
- Tarps or cloth enclosures
- Other temporary means of enclosure

Additionally, Staff recommends that any ordinance include definition of terms and vehicle types listed, or notation that such terms are as defined by the Illinois Secretary of State (or the like).

Recommended Action

Staff requests that the Village Board discuss the abovementioned items and provide Staff direction for the preparation of an Ordinance to incorporate recommended changes.

BOARD WORKSHOP

June 7, 2012

DATE: May 29, 2012

TO: Village President and Board of Trustees

FROM: Ronald A. Moser, Village Manager
Howard A. Killian, Director of Public Works

SUBJECT: 2152 Lake Street

There has been some discussion raised regarding the future of the 2152 Lake Street building. Since the time of the planning for the new Police Station, it was scheduled to be demolished once we moved Police and Village Hall storage out of the building. Because of this, minimal repair and maintenance work has been completed on this building. If this building were to be continued to be used, we would recommend a full review of the building including the following.

1. Roof needs a full tear off and replacement.
2. Replace HVAC system to meet new needs.
3. Fire sprinkler system installed.
4. Fire alarm upgrade.
5. ADA improvements.
6. Plumbing improvements.
7. General repairs such as doors, windows, ceiling, and tuck pointing.
8. General cosmetic improvements such as paint, lighting, carpeting, etc.

Attached is a memorandum from Inspectional Services following their review of the building.

Staff is seeking direction on to begin to investigate and initiate repairs, or to demolish the building.

ck

attachment

Moser, Ron

From: Haigh, Craig
Sent: Wednesday, April 11, 2012 9:24 AM
To: Moser, Ron; Bowman, Katie; Craig, Rod
Cc: Zaccard, Ken; Doubek, John
Subject: FW: 2152 Lake Street
Attachments: 2152 Lake Street.doc

All,

Please find the Inspectional Services Division report on the property at 2152 Lake Street. Should you have questions, Battalion Chief Doubek will be able to assist.

Craig Haigh MS, CFO, EFO, MIFireE, NREMT-P
Fire Chief
Fire Department | Village of Hanover Park, IL
6850 Barrington Road, Hanover Park, IL 60133
Office: (630) 823-5801 | Fax: (630) 823-5810

One Village - One Future

From: Doubek, John
Sent: Tuesday, April 10, 2012 4:09 PM
To: Haigh, Craig; Zaccard, Ken
Subject: FW: 2152 Lake Street

Chief,

Attached is a list of some of the items found that will possibly need to be corrected at 2152 Lake Street if the Village and Township choose to go ahead with plans to turn it into a youth center. This is only a preliminary list compelled by the inspectors observations. Actual structural integrity issues (foundation & roof) will need to be better evaluated and there will likely be additional code issues based on the final occupancy determination and plan.

BC Doubek

John Doubek
Battalion Chief
Fire Department | Village of Hanover Park, IL
6850 Barrington Road, Hanover Park, IL 60133
Office: (630) 823-5804 | Fax: (630) 823-5810

One Village - One Future

From: Heinze, Carl
Sent: Tuesday, April 10, 2012 3:53 PM
To: Doubek, John
Subject: 2152 Lake Street

Fire Department
Inspectional Services Division
2121 W. Lake Street
Hanover Park, IL 60133
630/823-5860

April 12, 2012

Site visit inspection on April 6, 2012, of the building located at 2152 Lake Street, Hanover Park IL

An inspection of the building located at the above mentioned address was conducted on Friday April 6, 2012 by, Battalion Chief John Doubek, Inspector Carl Heinze, Inspector Ignacio Medrano, Plumbing Consultant Dewayne Burris and Warren Olsen (Fire Safety Consultants Inc.), to determine general code issues that may be applicable should the facility be renovated to accommodate a community hall for teens.

The results of the inspection are listed below.

The proposed use is an Assembly Group A-3 (Assembly uses intended for recreation or amusement) as defined by the 2006 International Building Code. The building appeared to be of Type III-B construction (Type III-B construction is that type of construction in which the exterior walls are of noncombustible material and the interior building elements are of any material permitted by the 2006 International Building Code).

The approximate size of the building is 1,500 square feet per floor. There is no interconnection of the first and second floors via stairway or elevator. The lower level is provided with a single exit door and an overhead door. The second level has two exit doors along the same south elevation which do not appear to be remote from each other. An additional exit from the north elevation has been closed with brick or CMU and what may have been an exterior stairway has been removed.

Building Inspection (Inspector Ignacio Medrano) Building Inspector (630) 823-5859

1. Further investigation would be required to determine if the roof can be repaired or would require replacement.

2. The two cracks on the east exterior wall may indicate foundation damage that would require further investigation.

Plumbing Inspection (Dwayne Burris) Plumbing Consultant (630) 823-5860

1. All water lines should be removed and replaced with type "L" copper water piping.

2. The two existing bathrooms would have to be removed and replaced with separate men's and women's handicapped accessible bathrooms.

3. The water piping should be sized to supply at a minimum a men's bathroom, a women's bathroom, a kitchen sink and a water cooler.

Mechanical Inspection (Inspector Carl Heinze) Mechanical Inspector (630) 823-5858

1. The existing heating, ventilating and air conditioning system would need to be replaced with a system designed for the new building use.

2. A new automatic fire alarm system would be required to be installed in the building.

3. Accessible entrances/exits would be required from the second level and the first level.

4. All elements or spaces being altered would have to be constructed to comply with the requirements of the 1997 Illinois Accessibility Code.

5. An elevator may be required if the building alterations cost more than 15% but less than 50% of the of the reproduction cost of the facility and more than $100,000 or if the alteration costs 50% or more of the reproduction costs of the facility. (1997 Illinois Accessibility Code)

Electrical Inspection (Inspector Ignacio Medrano) Electrical Inspector (630) 823-5859

The existing electrical system would have to be modified to comply with the requirements of the 2005 International Electric Code.

Zoning Plan Review (Katie Bowman) Community Development Planner (630) 823-5779 kbowman@hpil.org

1. Additional Parking may be required. Parking requirements to be determined based on more detailed information on proposed use of the building.

Inspector Carl Heinze

ORDINANCE NO. O-12-

AN ORDINANCE MODIFYING ARTICLE III, AMUSEMENTS (CARNIVALS); ARTICLE XXII, SIDEWALK SALES; ARTICLE XXVI, TENT SALES; AND ARTICLE XXXI, BLOCK PARTIES, OF CHAPTER 58 - LICENSES, PERMITS, AND BUSINESS REGULATIONS OF THE MUNICIPAL CODE OF THE VILLAGE OF HANOVER PARK, ILLINOIS

WHEREAS, the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance; now, therefore,

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

SECTION 1: That Section 58-92 of Chapter 58 of the Municipal Code of Hanover Park, as amended, be and is hereby amended by deleting said paragraph in its entirety.

SECTION 2: That the Municipal Code of Hanover Park, as amended, be and is hereby amended by adding thereto in place of the deletion provided for in Section 1. of this Ordinance as Section 58-92 of Chapter 58, the following, together with a new (16) to (a) of Section 58-93 of Chapter 58, also as follows:

Sec. 58-92. - License required.

It shall be unlawful for any person to establish, set up, maintain, exhibit, conduct or carry on in the village any carnival unless at least sixty (60) days prior to the event an application for and thereafter a license to do so has been issued as hereinafter provided.

Sec. 58-93. - Prerequisites for issuance or maintenance.

(a) The following provisions must be met in order to obtain a license and maintain a license once issued:

* * * * *

(16) *Employees and volunteers*. Each licensee shall provide to the village at least ten (10) days prior to the event the names, birth dates, and a copy of a government issued form of identification for each employee and volunteer working at the event.

* * * * *

SECTION 3: That Section 58-681 of Chapter 58 of the Municipal Code of Hanover Park, as amended, is amended to read as follows:

Sec. 58-681. - Permit required.

It shall be unlawful for a licensed commercial establishment to conduct a "sidewalk" sale without first applying for, at least fifteen (15) days in advance of the sale, and thereafter obtain a sidewalk sale permit as herein provided. A "sidewalk" sale is the outside storage and sale of goods, materials and products which are normally sold by that commercial establishment. The outside sale and display along not more than 50 percent of the store frontage of seasonal merchandise including but not limited to salt, garden supplies and holiday decorations shall be allowed without a permit but must comply with all other location requirements in Section 58-682(d).

SECTION 4: That (1) of Section 58-772 of Chapter 58 of the Municipal Code of Hanover Park, as amended, is amended to read as follows:

Sec. 58-772. - Regulations prerequisite to permit issuance.

The following regulations shall be the minimum requirements for the issuance and maintenance of a tent sale permit:

(1) Applications for a tent sale permit shall be made at least fifteen (15) days prior to the day of the commencement of the sale by the licensed commercial establishment and if in a common parking facility or area by the owner or managing agent of that common facility.

* * * * *

SECTION 5: That Section 58-892 of Chapter 58 of the Municipal Code of Hanover Park, as amended, is amended to read as follows:

Sec. 58-892. - Application.

Any person desirous of securing the permit required by Section 58-891of this article shall file an application not less than thirty (30) days prior to the proposed date of the event with the village clerk upon a form provided by the clerk setting forth the following information:

(a) Proposed date and type of event and alternate date, if any, in case of rain.

(b) Location of right-of-way to be affected by proposed event, including a sketch of the area, street, and right-of-way affected by this event.

(c) Hours during which event is proposed to be held.

(d) Name, address, and telephone number of person over the age of 18 years to be designated as sponsor of the proposed event.

(e) Signatures of one adult resident from 70 percent of the households whose residents abut that portion of the public right-of-way to be affected by the proposed event. The heading of this list should state, "My signature on this paper gives my consent to hold the event listed on this application."

SECTION 6: That each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof, other than the part affected by such decision.

SECTION 7: That except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Hanover Park shall remain in full force and effect.

SECTION 8: That this Ordinance shall, by authority of the Village Board of the Village of Hanover Park, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect.

ADOPTED this _____ day of _____, 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved:_____
Rodney S. Craig
Village President

ATTESTED, filed in my office, and published in pamphlet form this ____ day of _____, 2012.

_____
Eira Corral, Village Clerk

ADMINSTRATIVE POLICY
HANOVER PARK, ILLINOIS

DIRECTIVE: 000

REFERENCE STANDARDS: Add any professional standard numbers here.

SUBJECT: Application and Funding of Special Events

POLICY: The Village of Hanover Park recognizes that special events often bring certain benefits to the community. At the same time, the Village must have sufficient notice prior to an event so that elected officials and Village departments can evaluate the potential impact such an event might have on resources of Village Departments, Village owned properties and facilities, and the public. Each event has unique characteristics and will have a different impact on the services. It is the intent of the Village of Hanover Park to ensure the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities, property and resources. Events shall be considered on a case-by-case basis.

PURPOSE: The Village of Hanover Park recognizes that special events are a vital part of a growing community. The Village of Hanover Park further recognizes that events are taxing on the various departments and that criteria needs to be implemented for determining events that will be allowed within the Village so resources and departments will not become overwhelmed.

I. The following criteria shall be used to determine if an event falls under the scope of a special event covered under this policy:

1. All outdoor events held on Village property (i.e. street, sidewalk, park, etc.) and / or events that may, in the sole opinion of the Village, have a impact on public health, safety, and welfare of the community, including events held exclusively on private property.

2. With the exception of block parties, an event that requests any of the following actions must be approved by the Village Board:

   - Street and / or Village of Hanover Park parking facility closures
   - Events that require the posting of "No Parking, Tow Zones."
   - Any event to be held on public property where liquor is to be served.
   - Any event which requires use of the Villages resources such as personnel, or equipment which are not budgeted for the fiscal year.

The Village will provide support to special events on the following basis:

1.) **Governmental Entities**: The Village of Hanover Park may waive fees and costs associated with a special event, covered under this policy, which is operated by a governmental entity (i.e. School District, Park District, County, etc.) The waiver of fees and costs also applies to events and activities that are co-sponsored by the Village of Hanover Park, as determined by the Village Board.

2.) **Non-Governmental Entities**:

a.) A private, for-profit or non-governmental non-profit entity sponsoring or operating a special event, covered under this policy, shall pay all required fees and reimburse the Village for 100% of the cost for all services rendered for said special event.

II. REQUIREMENTS AND CONDITIONS

ALCOHOLIC BEVERAGES:

Anyone wishing to sell alcoholic beverages at an event must be in compliance with the Village of Hanover Park liquor ordinance pertaining to classification of licenses. The Village of Hanover Park liquor commission must approve all liquor licenses. Please visit www.hpil.org or contact the Village Clerks office to obtain an application. (*Village Ordinance Sec. 10-3*)

AMPLIFICATION:

The Village of Hanover Park strictly follows its noise abatement ordinance as documented in section 54-320 of the Municipal Code.

BLOCK PARTIES / OUTDOOR EVENTS:

A Block Party / Outdoor Event Application must be submitted at least thirty (30) days prior to the event taking place. The Village of Hanover Park Requires that a permit / letter be issued authorizing the event. These events are not allowed on arterial, major or local collector streets. No block party may occupy more than one block or cul-de-sac. No alcoholic liquor shall be sold on the Village right-of-way; however it may be consumed in the right of way during the block party. The sponsor is responsible to clean all litter and refuse from the street at the end of the party. No amplified music

shall be broadcast from the street, and any amplified music, bands, etc. shall fall under the restrictions of the noise abatement ordinance. The Village of Hanover Park requires as part of the application process a hold harmless agreement be entered prior to permits being issued. (*Ord 58-892)*

CARNIVALS / CIRCUS:

License Required. It is unlawful for any person to establish, set up, maintain, exhibit, conduct or carry on in the Village of Hanover Park any carnival OR circus unless a license to do so has been issued. A special events form must be completed and submitted to the Village of Hanover Park. Refer to the Village of Hanover Park Municiple Code pertaining to Carnivals & Circuses. Visit www.hpil.org Refer to Sec 58-92 of the Hanover Park Municipal Code for further details.

The applicant is required to supply the Village of Hanover Park with a complete list of employee's and volunteers who will be working at the event. This list will then be forwarded to the police department who has responsibility of conducting background checks on the workers to ensure compliance with state statutes and ordinances.

All applications and licensing requirements must be submitted at least 60 days prior to the event taking place. *(Ord 58-92)*

CERTIFICATE OF INSURANCE:

A certificate of insurance is required for special events naming the Village of Hanover Park as an additional insured. Depending on the location of the event, the Hanover Park Park District may require their name to be added on the certificate as well. The Village of Hanover Park requires upon the approval of the Special Event Application, that the applicant shall furnish the Village / Park District with an original Certificate of Insurance naming the Village of Hanover Park as an additional insured. The Certificate of Insurance will be due at least fourteen (14) days prior to the event date and shall be issued by a company licensed in the State of Illinois, approved by the Village of Hanover Park, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance, including the dates of the event. The following minimum coverage limits are required for all special events occurring in the Village of Hanover Park:

Commercial General Liability: $1,000,000 per occurrence and $2,000,000 in the aggregate.

The Village of Hanover Park reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by Village staff and / or by the Village Board.

PROCESSING FEE(S):

Some events may require liquor licenses or other fees. Refer to the fee schedule for further information on applicable fees, or contact the Village Clerks Office for further information. *(Ord 58-41, 58-42, 10-3)*

COMPLIANCE WITH VILLAGE ORDINANCE:

The applicant shall comply with all applicable Village Ordinances, codes, conditions and requirements. The event organizer is responsible for any plan reviews required by Fire, Police, Planning and Engineering Departments.

COMPENSATION FOR VILLAGE STAFFING:

The Village of Hanover Park may require personnel, including Police, Fire, Public Works, or other Village Staff / Departments at the function. The costs of Village personnel involved during the day(s) of the event shall be charged back to the sponsoring agency. The Village of Hanover Park shall determine the number of personnel necessary to ensure the safety of participants and minimize the inconvenience to residents. A invoice will be submitted to the sponsoring agency within sixty (60) days after the completion of the event.

FIRE AND EMS SUPPORT:

Due to their size and / or location within the community, certain events may require fire and / or medical support on-site. In these instances, the event organizer will be notified in writing of any of the required support personnel and equipment for which they will be responsible. The cost for Fire / EMS personnel shall be the responsibility of the organizer.

FOOD AND BEVERAGE HEALTH INSPECTIONS:

Food and beverages shall not be sold at an event, unless approved and licensed, if necessary by the Village of Hanover Park, Cook County / DuPage County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call 630-823-5800 for more information.

HOLD HARMLESS AGREEMENT:

The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the Village of Hanover Park against any and all actions arising from, during, or as a result of the event.

RAFFLES:

It is unlawful to set up or promote any raffle or sell, offer for sale or transfer any ticket or share for any raffle within the Village of Hanover Park without first having secured a raffle license. For more information you can visit the Village website at www.hpil.org, or contact the Village Clerks office at 630-823-5600. *(Refer to the Raffle Ordinance Article XVII Sec 58-561.)*

RESERVATION OF ANNUAL DATES:

The Village of Hanover Park will not approve special event dates more than one year in advance.

RESIDENT AND/OR BUSINESS NOTIFICATION:

For those events that require street closures, or may cause disruption for the Village of Hanover Park residences or businesses, a mailed or hand delivered notification must be provided to the affected parties fourteen (14) days prior to the event. The Village of Hanover Park will determine which parties are to be notified and the Village will provide the event organizer with a mailing list for the affected areas. It is the responsibility of the event organizer to see that these notifications are mailed or hand delivered in the appropriate time.

TWO OR MORE APPLICATIONS FOR THE SAME DATE AND GENERAL LOCATION:

In the event that two or more Special Event Applications are received for the same date and general location, the date and time that each application was received by the Village of Hanover Park shall determine the order of preference. Once a special event has been granted, it shall be the policy of the Village Board to not allow further events for the same date(s) and general location.

VOLUNTEERS:

Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, Village staff will work with the event organizer to determine the number of volunteers required.

DISCLAIMER:

The Village of Hanover Park is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

III. EVENT APPLICATION PROCESS

The village clerks office will be the designated coordinator of the permitting / application process.

APPLICATION:

All applications submitted are due to the Village of Hanover Park, at a minimum, thirty (30) days prior to the event. A minimum of Thirty (30) days is required for events that require closure of public streets, use of public parking lots, or the service of alcoholic beverages. The time period allows sufficient time to evaluate the request and provide a recommendation to the Village Board for its consideration. Events of a larger scale, i.e. carnivals or like events will require submission of all applications at a 60 days prior for inspections and review.

APPLICATION SUBMISSION:

All applications and supporting documentation should be returned to:

Village of Hanover Park
Clerks Office
2121 W. Lake Street
Hanover Park, IL 60133

At the discretion of the Village Manager, or his/her designee, a deposit of up to 50% of the cost of services to be provided may be required to be paid at the time of the application. Factors to be considered in requiring this deposit include the number of years the event sponsor has existed, the prior payment history of the event sponsor, experience of the event sponsor in working with other municipalities, and total cost of staff time required to evaluate, plan, and execute the event.

APPLICATION REVIEW:

All Village departments affected by the event (Fire, Police, Public Works, Community Development, Engineering, Legal etc.) shall review the event application based on the following criteria:

- Use of resources and cost to the department;
- Proposed benefit of the event to the community;
- Any perceived public health or safety problems;
- Proposed use of Village property.

Using the established criteria, the departments shall evaluate and comment on the application and note any changes that need to be made to the proposed event. The department must also estimate the cost of support (in-kind) services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

APPLICATION REVIEW MEETING:

An application review meeting with the affected departments and the sponsoring entity shall be held to discuss the application, comments by the department staff, questions from the sponsoring entity and any other relevant information only if the application is denied.

VILLAGE BOARD CONSIDERATION & APPROVAL:

The effected department(s) will make a recommendation to the village board. The Village Board will review the evaluation and recommendation regarding the special event. The Village Board has final approval regarding all special events described under this policy.

VILLAGE OF HANOVER PARK PERMIT / LICENSE APPLICATIONS & FEES:

All required permit applications must be submitted at the same time as the Event application. The sponsoring entity shall be contacted upon completion of the required permit(s). At that time, the sponsoring entity may pick up the permit(s) from the Village of Hanover Park, Village Clerks Office, or arrange to have them sent via mail or electronic mail.

Permit / license fees are payable upon submittal of the permit / license application(s). A schedule of these fees can be found in our local ordinance (Sec 58-41). Make checks payable to the Village of Hanover Park and note the name of the event on the check.

OTHER PERMITS:

When applicable, the sponsoring organization is required to obtain permit(s) from other governmental entities (i.e. Cook or DuPage County, Hanover Park Park District). The sponsoring organization is required to submit copies of such permits to the Village, at a minimum, twenty-one (21) days prior to the event.

INSURANCE REQUIREMENTS:

Upon the event application being approved, the applicant shall provide an original certificate of insurance as previously indicated.