

APPLICATION FOR TENT/OPEN AIR SALES

VILLAGE OF LIBERTYVILLE

Community Development Department
200 E. Cook Avenue, Libertyville, IL 60048
www.libertyville.com/planning

Phone: (847) 918-2028

Fax: (847) 367-5148

Location Address		Business Name
Name	Street Address, City, State, Zip	Contact Numbers
<i>Property Owner</i>		Phone:
		Fax:
		Cell:
<i>Tenant (If applicable)</i>		Phone:
		Fax:
		Cell:
<i>Contact Name</i>		Phone:
		Fax:
		Cell:
<i>Would you like to be contacted via e-mail?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Please provide e-mail address</i>	@	

Tent/Open Air Sale Information	
<i>Dates for Tent/Open Air Sale</i>	
<u>The following information is required in addition to this application:</u>	
<ol style="list-style-type: none"> 1. <i>A narrative description of the proposed open air sales activity describing the items to be sold, how items will be sold (i.e., tent, from truck, etc.), where on the property open air sales would occur, hours of operation, number of employees, size and location of any proposed tents (include certificate of flame resistance), trailers or temporary signs, proposed utility connections (i.e., plumbing or lighting), and any other pertinent information.</i> 2. <i>A site plan indicating all existing streets, buildings, pavement, and the location of the proposed open air sales. Also indicate the location of any tents, trailers and proposed temporary signs.</i> 3. <i>Written permission from the property owner per the attached form, if necessary.</i> 4. <i>A Certificate of Insurance with general liability in the amount of \$1,000,000 property damage and bodily liability. <u>The certificate shall name the Village of Libertyville as Certificate Holder and Additionally Insured.</u></i> 	

Applicant	
<i>All information provided herein is true and correct and all provisions of the ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.</i>	
<i>Print Name of Applicant</i> <i>Signature of Applicant</i>	<div style="text-align: right; font-weight: bold;">Received</div> <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other </div> <div style="text-align: center; margin-top: 10px;"> <i>Date</i> </div>
FOR OFFICE USE ONLY:	<div style="display: flex; justify-content: space-between;"> Zoning Approval Approval Date </div>

The Village of Libertyville reserves the right to request any additional information necessary for the review process

**PROPERTY OWNER'S AUTHORIZATION
FOR TENT/OPEN AIR SALES**

DATE: _____

I, _____, Owner/Owner's Agent of the
Property Owner/Owner's Agent
property located at _____, do hereby
Address/Location
authorize _____ to conduct the requested Tent/Open
Applicant
Air Sales activity, as outlined in the Applicant's Tent/Open Air Sales application to the Village
of Libertyville.

Signature

Printed Name

Address

Phone Number