



**CITY OF NAPERVILLE  
DEVELOPMENT SERVICES TEAM  
APPLICATION FOR TEMPORARY BUILDING, STRUCTURE, & USE OF LAND  
OR DONATION BOX PERMIT**

Permit # \_\_\_\_\_

Complete this application and submit it to the Development Services Team (DST), 400 S. Eagle Street, Naperville, IL. **Applications will not be accepted by mail.** For further information contact the DST counter at (630) 420-6100.

**All information must be completed. Incomplete applications will not be accepted.**

**Please type or print clearly.**

Address of Temporary Use\*/Donation Box:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Contact \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Contact \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Contact \_\_\_\_\_

*\*Note: temporary buildings, structures or uses of land shall not be established for a period exceeding 6 months without approval by the Naperville City Council.*

**FOR TEMPORARY USE APPLICANTS:**

**TYPE OF STRUCTURE & USE**

**ELECTRICAL SERVICE**  YES  NO

**IF YES AMP SIZE**

**Dates structure is to be up --**

**FROM:**

**TO:**

**# OF DAYS**

**FOR ALL APPLICANTS:**

**ITEMS SUBMITTED:**  Application  Disclosure of Beneficiaries

3 Copies of Site Plans & Specifications  Payment

Certificate of Insurance (Required for City Property Only)

I, \_\_\_\_\_, being the applicant or owner of the premises in which the temporary use/donation box shall be established, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of temporary uses/donation boxes now or hereafter in force.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**CITY OF NAPERVILLE  
DISCLOSURE OF BENEFICIARIES**

In compliance with Ordinance 85-193, An Ordinance amending Title 1 (Administrative) of the Naperville Municipal Code, as amended, by adding Chapter 12 thereto requiring disclosure of certain interests by persons applying for permits, licenses, approvals or benefits from the City of Naperville

1. Applicant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

2. Nature of Benefit sought:

\_\_\_\_\_

3. Nature of Applicant: (Please check one)

- |    |                    |       |    |               |       |
|----|--------------------|-------|----|---------------|-------|
| a. | Natural Person     | _____ | d. | Trust/Trustee | _____ |
| b. | Corporation        | _____ | e. | Partnership   | _____ |
| c. | Land Trust/Trustee | _____ | f. | Joint Venture | _____ |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

\_\_\_\_\_

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

	Name	Address	Interest
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

\_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# Naperville

## TEMPORARY STRUCTURE CHECKLIST

ADDRESS \_\_\_\_\_

**PLANS:** A site plan showing existing buildings, lot lines, driveways, walks, temporary structure, placement and layout of stock inside and out, and safety barriers. The following checklist of requirements is a method of providing the required information and is to be addressed.

**HOW LONG WILL STRUCTURE BE ON SITE?** FROM \_\_\_\_\_ TO \_\_\_\_\_

**FOR WHAT WILL IT BE USED?** \_\_\_\_\_

**IS SITE PLAN PROVIDED? (SEE EXHIBIT B)** \_\_\_\_\_ YES \_\_\_\_\_ NO

**LOCATION OF TEMPORARY STRUCTURE ON SITE?** \_\_\_\_\_ YES \_\_\_\_\_ NO

Provide dimensions

**IS PLACEMENT WITHIN BUILDING LINES?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**METHOD USED TO SECURE STRUCTURE TO GROUND** \_\_\_\_\_

**PROVIDED MANUFACTURER'S WIND RATINGS?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**PROOF OF FLAME SPREAD/FIRE PROOFING?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**LAYOUT OF THE INTERIOR?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**CLEAR AISLES INSIDE STRUCTURE?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**WILL THERE BE ELECTRICITY ON SITE?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**ELECTRIC HOOK-UP TO STRUCTURE?** \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes,

Methods of wiring have been provided? \_\_\_\_\_ YES \_\_\_\_\_ NO

Diagram has been provided? \_\_\_\_\_ YES \_\_\_\_\_ NO

Specify hours of operation FROM \_\_\_\_\_ TO \_\_\_\_\_

**SANITARY FACILITIES?** \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, indicate type, amounts and locations \_\_\_\_\_

**DUMPSTER(S) FOR RUBBISH?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**GREENHOUSES:**  
**PARKING (HOW MANY SPACES USED)** \_\_\_\_\_

**DISTANCE TO MAIN BUILDING AND AISLES** \_\_\_\_\_