



VILLAGE OF GLEN ELLYN

Application for Indoor Live Entertainment Permit

*Planning & Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

Permit No. _____

Village of Glen Ellyn

Indoor Live Entertainment Permit Application



Name of Applicant: _____

Address of Applicant: _____

Business Phone: _____ Fax: _____

Cell/Home Phone: _____ Email: _____

Property Interest of Applicant: _____

(Property Owner, Business Owner, Owner Representative)

Name of Property Owner: _____

Address of Property Owner: _____

Business Phone: _____ Fax: _____

Cell/Home Phone: _____ Email: _____

Address of Property for Live Entertainment Permit: _____

Zoning Category: _____

For Specific Indoor Live Entertainment Standards see Section 10-5-14 of the Zoning Code (Attached)

Submission Requirements

To apply for an indoor live entertainment permit, the following information must be submitted with this completed permit application.

1. Permit Fee: \$150.00 payable to the Village of Glen Ellyn
2. Floor plan showing dimensions and location of indoor live entertainment area
3. Proof of Ownership
4. Notarized Affidavit of Authorization (if applicant is not the property owner)
5. Narrative describing the planned type and frequency of live entertainment to be offered

Review Process

All applications will be reviewed by Planning and Development staff upon receipt. Staff attempts to review all applications within two (2) weeks of submission.

If you have any questions contact the Planning and Development Department at (630)-547-5250.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) acknowledge that I (We) have read, understand and agree to comply with all regulations in Section 10-5-14 of the Zoning Code.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

-FOR OFFICE USE ONLY-

APPROVED FOR PERMIT:

(Notes): _____

Planning and Development Director

Date

Original (File)

Copy (Applicant)

log-in Project Log

AFFIDAVIT OF AUTHORIZATION

I, _____ owner of the property described at

verify that _____
is duly authorized to apply and represent my interests before the Planning and Development Department in
applying for a permit to allow indoor live entertainment. Owner acknowledges that any notice given applicant is
actual notice to owner.

OWNER

NOTARY

Section 10-5-14: Indoor Live Entertainment

Indoor live entertainment may be permitted in businesses and restaurants in the C2, C3, C4 C5A, C5B and C6 zoning districts, provided that a permit is obtained from the Village. No live entertainment shall operate prior to the approval of a permit by the Village. The fee for the permit shall be set forth in the Village Code and the permit shall be posted in a conspicuous location inside the building. Application for the permit shall be made by the property owner or the property owner shall give written permission for application to be made by another party on their behalf. All permits for live entertainment shall be valid for a period of 3 years unless the permit is revoked in accordance with the subsection 2 below.

1. All live entertainment must comply with the following provisions:
 - a) The live entertainment activity shall be clearly incidental and accessory to either a permitted or approved special use that is commercial in nature.
 - b) All live entertainment shall be located indoors and no outside audience for live entertainment shall be allowed or encouraged and no means of amplification outside of the building shall be permitted.
 - c) The floor area designated for live entertainment shall not exceed 25% of the gross floor area of the primary use.
 - d) Live entertainment shall not be provided after the following hours:

Sunday – Thursday	11 p.m.
Friday, Saturday and New Year’s Eve	1 a.m.
 - e) No toxic, explosive, flammable or other hazardous materials as defined in the most recent version of the Building Code as adopted by the Village of Glen Ellyn, shall be used for any live entertainment purposes.
 - f) The premises to be used for live entertainment must be in compliance with all applicable health, fire and building codes.
 - g) The form of live entertainment provided shall not be obscene nor appeal to prurient interests.
 - h) All live entertainment activities shall fully comply with all other provisions of Village Code, including all regulations related to noise and vibration set forth in Section 10-5-13(A) and 10-5-13(B) of the Zoning Code.
 - i) All live entertainment activities shall fully comply with the Village Sign Code.
2. A previously issued permit for live entertainment may be revoked by the action of the Village President, which shall be delivered to the permit holder. In the case of a public safety concern, a stay of any live entertainment may be issued by the Police Chief until the matter can be considered by the Village President. The Village President shall have the right to revoke a previously issued permit for live entertainment if:
 - a) The applicant or any person making a representation on behalf of the applicant makes a misrepresentation of any fact in the application or in any testimony before the Village Board;
 - b) Any criteria on which the permit is approved is not complied with;

- c) After the criteria is initially complied with, compliance with such criteria is not maintained at any time;
- d) Prior to the issuance of the permit, the applicant transfers interest in the property or business to another party or if the property owner makes an attempt to transfer the non-transferable permit;
- e) One or more complaints about the live entertainment are received regarding the permitted property;
- f) Revocation is recommended by the Police Chief for reasons related to public safety;
- g) Exterior areas of the business providing live entertainment have not been maintained in a clean and orderly manner; and
- h) The property is not maintained in conformance with all applicable health, fire and building codes.

A written order of the Village President to revoke a permit shall take effect five (5) days after its service. If, within those five days, the permit holder files an appeal to the Village Board, the permit shall continue in effect until the Village Board shall have met and had an opportunity to review the President's decision. The Village Board shall hear from the applicant and it shall review the reasons why the permit was revoked, including the reasons stated by the Village President. The Village Board shall issue a written opinion to either affirm or overrule the decision of the Village President. The Village President may also, stating the reasons for doing so, suspend a permit for a period of up to ten (10) days. A permit may not be suspended for more than two 10-day period during the term of the permit.