



Village of Hoffman Estates

1900 Hassell Road, Hoffman Estates, Illinois, 60169

Phone: 847.781.2631 | Email: buildingpermits@vohe.org; planning@vohe.org

www.hoffmanestates.org/permits

TEMPORARY OUTDOOR DINING AREA SITE PLAN AUTHORIZATION

Temporary Outdoor Dining can be applied for by any food handling business with carry-out or full-service dining in the Village. Approval of a Temporary Outdoor Dining permit is granted on a temporary basis and must be applied for annually. Any storage of dining table and chairs, or other outdoor dining equipment, must conform to [Section 9-3-11](#) of the Zoning Code.

All Temporary Outdoor Dining Area Permits are required to be submitted through the Village's eTRAKiT portal. More information regarding the portal can be found at www.hoffmanestates.org/permits.

General Requirements

- All temporary outdoor dining areas require a permit from the Village of Hoffman Estates.
- All outdoor dining areas shall comply with State, County, and Village Health, Safety, and other applicable codes.
- The outdoor dining area can be operated only during the normal operating hours of the restaurant.
- Approval and operation are subject to inspections by applicable Village Departments.
- ADA Accessibility shall not be impeded by the dining area. A minimum of 5' clear path must be available.
- At no time shall the outdoor dining area impede fire access or block fire lanes.
- Any tents greater than 400 square feet require a separate tent permit.

Seating Area

- The outdoor dining area should be in a manner which will have minimum impact on traffic and maintain adequate provisions for pedestrian access.
- Where applicable, sufficient delineation or barriers should be provided around the temporary outdoor seating area.
- Either full service shall be provided, or trash receptacles shall be provided. Trash receptacles must be in or near the outdoor dining area and must be removed or secured when the area is closed to customers.

Required Submittals

- Temporary Outdoor Dining Area Site Plan Authorization Application Form.
- Property Owner Authorization.
- Site Plan / Drawing identifying the location, number, and dimensions of tables / seats. The site plan should provide existing sidewalk dimensions and must verify 5' of clearance for pedestrian access.
- Details related to any delineation barriers.
- Location and details of trash receptacles.



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GENERAL INFORMATION

PROPERTY OWNER INFORMATION

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

PROPERTY MANAGEMENT / LANDLORD INFORMATION

Check if same as Property Owner

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

APPLICANT / BUSINESS OWNER INFORMATION

Check if same as Property Owner

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

OPERATION INFORMATION

1. Does the business have an existing liquor license?
Yes No
2. If you have an existing liquor license, will liquor be served in the outdoor dining area?
3. How many tables will be included? (Please include this on your site plan as well)
4. If the dining area is not full service, provide details on table cleaning and trash removal. Provide details and locations of garbage containers.



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5. Provide details as to how the area will be marked. Will barriers be provided?

6. Provide details on the daily setup / breakdown plan for the area. Will outdoor furniture be removed at night? If not, how will the area be secured?

7. Describe your end-of-season plan. When will you cease outdoor operations? How will the temporary outdoor area be removed and where will items be stored?

APPLICANT & PROPERTY OWNER CERTIFICATION

I acknowledge and certify the following with respect to the proposed temporary outdoor dining area on private property:

1. The operator is responsible for regularly cleaning and maintaining the outdoor dining area.
2. That in the case of a violation the operator and property owner are directly responsible for correcting the violation.
3. The Village reserves the right to require immediate modifications to achieve compliance with all regulations, and if proper changes cannot be made, the seating area shall be removed and not replaced.

Applicant Signature

Date

Property Owner Signature

Date