

**COUNTY OF KENDALL, ILLINOIS  
SPECIAL EVENT NOTIFICATION FORM**



**CONTACT INFORMATION**

*Please type or print clearly*

Name of Organization/Group/Individual \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

**EVENT INFORMATION**

Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Time (Start) \_\_\_\_\_ am pm (End) \_\_\_\_\_ am pm

Type of Activity/Event  
\_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_ Estimated Attendance at the Event \_\_\_\_\_

Description/Purpose of Event \_\_\_\_\_

Event Location/Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Contact Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Contact Phone Day of Event (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

EVENT CONTACT/Person Completing this form \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

**For internal office use:** *Email notification sent to Sheriff's Office, Highway Department, Environmental Health Department, and Zoning Department on \_\_\_\_\_ (date)*

## KENDALL COUNTY NOISE ORDINANCE 13-18

Please be advised that Kendall County has enacted and will enforce Kendall County Noise Ordinance 13-18. All event participants will comply with all local, county, state and federal rules and regulations relating, but not limited to noise ordinance standards. **View the Kendall County Noise ordinance, at the following link:** <http://www.co.kendall.il.us/wp-content/uploads/13-18.pdf>

**FOR BIKING/MOTORCYCLE EVENTS:** As defined in the Illinois Compiled Statutes, bicyclists are permitted, not intended users of the roadway. By acceptance of this Notice of Event, Kendall County in no way encourages, condones, or accepts responsibility for the action of the participants. Kendall County is not an active participant in this event and will enforce provisions of the event only as they apply to Illinois Law. All Special Events involving bicyclists shall follow the laws as set forth in the latest edition of the Illinois Vehicle Code Rules of the Road, Chapter II, Article XV, BICYCLES.

Temporary directional signs shall not be installed more than 24 hours in advance of the event and shall be removed within 24 hours after conclusion of the event. No temporary directional signs may be attached to existing signs or traffic control devices, nor shall they in any way restrict the view or sight line of the traveling public.

**Absolutely no paint shall be applied** to any roadway pavement or other traffic control devices. Directional arrows consisting of chalk or spray chalk will be allowed provided no arrow exceeds 2 square feet and does not conflict with existing pavement markings or other traffic control devices.

### **ROAD ROUTES FOR EVENT**

**Attach a copy of the proposed route map(s) including all rest stop, assembly and disbanding areas through each Kendall County municipality (city, village, town)**

### **ADDITIONAL PERMITS/AUTHORIZATION**

Event Coordinator shall obtain additional permits/authorizations from all local or State government entities, which may be required. **Kendall County does not require event permits for any event.**

Please submit this form to the Kendall County Administrative Services Office **AT LEAST 30 DAYS IN ADVANCE** of any event.

**Email:** [vmcclain@co.kendall.il.us](mailto:vmcclain@co.kendall.il.us)      **Fax:** 630/553-4214