



**CITY OF HIGHLAND PARK**  
Highland Park, Illinois 60035 • (847) 432-0800

Date Application Received:  
\_\_\_\_\_

Staff:  
\_\_\_\_\_

**APPLICATION FOR A SPECIAL LICENSE FOR THE INSTALLATION OF  
A TEMPORARY DISPLAY IN A PUBLIC RIGHT-OF-WAY  
("Temporary Display License")**

Please Type or Print

\_\_\_\_\_ Non-Refundable Fee \$75

1. Business/Organization Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Display Dates: \_\_\_\_\_

3. Location(s) and complete description of display:

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

4. **Attach** a scaled site plan showing (a) the location of the display in relation to the public right-of-way and surrounding properties, and (b) a sample image of the display.

5. Description, quantity and dimensions of display:

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

6. Does the display require utility service? \_\_\_\_\_

7. **Provide** a Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the City of Highland Park as an additional insured for the temporary display.

8. **Provide** a cash deposit in the amount of \$500, as security for the restoration of the public right-of-way after the removal of the temporary or seasonal display. Following review of this application by the City Manager, the amount of the required cash deposit may be increased by an amount determined necessary by the City Manager for the restoration of the public right-of-way.

**Signature of Applicant**

The undersigned applicant hereby accepts the terms and conditions of this Temporary Display License. The applicant also acknowledges and accepts all special conditions imposed by the City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Temporary Display License for which this application is made is subject to and conditioned upon compliance by the applicant with the following terms and conditions, failure to comply with any of which automatically and without notice may be grounds for the denial, or the immediate termination, of the License:

- (1) The proposed temporary display will comply with all applicable federal, state, or City laws or regulations.
- (2) The proposed temporary display will not unreasonably obstruct pedestrian or vehicular traffic along any public sidewalk, alley, street, or other public right-of-way, as determined by the City Manager in his or her sole discretion.
- (3) The proposed temporary display will not eliminate or obstruct access to any required on-site parking.
- (4) The proposed temporary display will not threaten the public health, safety, and welfare, as determined by the City Manager in his or her sole discretion.
- (5) The proposed temporary display will not obstruct the performance of any service or function of the City or any other unit of government, as determined by the City Manager in his or her sole discretion.
- (6) The applicant will obtain all necessary permits and approvals from the City and other units of government for the installation, construction, maintenance, and use of the proposed temporary display.
- (7) The applicant will provide a certificate of insurance and a cash deposit in amounts determined by the City Manager in his or her sole discretion.
- (8) The applicant will indemnify and save harmless the City of Highland Park, its officers, agents and employees from any and all liability arising in any manner out of: (a) the issuance of any permit, license, or other approval by the City in connection with the proposed temporary display; and (b) the installation, construction, maintenance, operation, or use of the proposed temporary display.
- (9) All work necessary for the installation, construction, and maintenance of the proposed temporary display shall be completed at the sole cost and expense of the applicant in a good and workmanlike manner that is satisfactory to the City Manager.
- (10) Any Temporary Display License granted by the City may be terminated by the City at any time and for any reason.
- (11) Upon termination of any Temporary Display License granted by the City, the applicant will promptly dismantle and remove the proposed temporary display and restore the public right-of-way to the condition it was in prior to the installation of the temporary display, all at the sole cost and expense of the applicant. If the applicant does not promptly complete such removal and restoration, the City may complete such work, may charge the applicant for all costs and expenses incurred thereby, and may reimburse itself for such costs and expenses from the cash deposit provided in connection with the License.

**Do not write in this box.  
SPECIAL CONDITIONS**

**Do not write in this box.  
FOR CITY USE ONLY**

Approved by City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

License Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

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