



OUTDOOR ACCESSORY USE APPLICATION PACKET

OUTDOOR ACCESSORY USE APPLICATION CHECKLIST

Review Temporary Outdoor Accessory Use Regulations – Page 2

Before you proceed to complete your application and site plan, please carefully read the attached list of regulations.

Complete & Sign Application

Please ensure the Application to Operate a Temporary Outdoor Accessory Use is accurately completed. Failure to submit all the required information will delay processing of your application.

Signature of Property Owner

Please remember to also obtain the signature of the property owner on the application.

Site Plan

Attach a scaled site plan indicating the location of the principal building(s) and parking area(s), lot dimensions, location and dimensions of the proposed outdoor use area and display, points of ingress and egress, and location of existing public improvements (such as benches, fire hydrants, planters, sculptures, and trees). The City will use this information to complete or update an existing site map for your property using its Geographic Information System, and provide a copy of such to each business along with the approved license. If you have no changes to your site plan from the previous year, please indicate this on the enclosed site plan.

Insurance

Provide a copy of your General Liability Insurance stating “The City of Highland Park is an additional insured with regards to outdoor displays.” The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses located on private property are not required to provide insurance.

- Certificates of Insurance may be faxed to: (847) 432-7625

Fee

The fee is \$75. Please make your check payable to City of Highland Park.

Submit Completed Application

Return the completed application and payment in the enclosed self-addressed envelope to:

Office of Business Development
Attn: Ashley Palbitska
1707 St. Johns Avenue
Highland Park, IL 60035

Should you have questions concerning Outdoor Accessory Use, please contact Ashley Palbitska, Office of Business Development at (847) 926-1046, or via e-mail at apalbitska@cityhpil.com.

Temporary Outdoor Accessory Use Licenses Are Valid April 1 - November 15.

**TEMPORARY OUTDOOR ACCESSORY USE REGULATIONS
FOR ALL BUSINESSES OTHER THAN RESTAURANTS**

1. An unobstructed path of at least five feet in width for pedestrian access along the entire length of the licensed area abutting the public street must be maintained at all times.

2. An unobstructed path of at least five feet in width directly in front of the licensee's door must be maintained at all times.

3. All outdoor displays must be made of safe, sturdy, and durable commercial grade materials designed for outdoor use, such as wrought iron, wood, steel, cast aluminum or heavy plastic.

4. All outdoor displays must be maintained in good visual appearance and without dents, fading, and chipping, peeling paint or rust corrosion.

5. Outdoor displays are limited to the description specified in writing in the approved license.

6. All outdoor displays must be removed and stored each night at the close of business inside the licensee's premises. Please note that outdoor displays may not be stored in the exterior doorway of a licensee's business, and may not be stacked up against the building in which the business is located.

7. Outdoor display areas will be monitored for compliance, and City regulations will be strictly enforced.

8. Outdoor sales are not permitted on the public right of way if another event has been approved by the City for use of the public right of way.

**CITY OF HIGHLAND PARK
APPLICATION TO OPERATE A TEMPORARY OUTDOOR ACCESSORY USE
FOR ALL BUSINESSES OTHER THAN RESTAURANTS**

[] Located On Public Property [] Located On Private Property

1. Business Name: _____

Name of Applicant: _____

Business Address: _____ Phone: _____

Name of Property Owner: _____

Mailing Address: _____

2. Length of time for which the outdoor accessory use license is sought: _____

3. Location and complete description of the proposed outdoor use:

4. Attach a scaled site plan indicating the location of the principal building(s) and parking area(s), lot dimensions, location and dimensions of the proposed outdoor use, points of ingress and egress, location of outdoor display.

- If there are no changes to your site plan from the previous year, a new site plan is not required. Please indicate “no changes” on the enclosed site plan.
- If there are changes to your site plan from the previous year, a new site plan is required.

5. Description and dimensions of outdoor display:

Signature of Property Owner:	
I acknowledge and support the applicant’s request to utilize the outdoor area of my property/the public right-of-way adjacent to my property to operate the outdoor accessory use described above.	
_____ Signature	_____ Date

Signature of Applicant	
The undersigned applicant hereby accepts the terms and conditions of this Outdoor Accessory Use License. By operating the Outdoor Accessory Use, the applicant also acknowledges and accepts all special conditions imposed by the City.	
_____ Signature	_____ Date

NOTE: Both the Property Owner and the Applicant Must Sign this Application Form.

The Outdoor Accessory Use 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 shall constitute grounds for immediate termination of the license by the City:

- (1) The proposed outdoor use shall comply with all life safety regulations.
- (2) The proposed outdoor use shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way.
- (3) The proposed outdoor use shall not eliminate or obstruct access to any required on-site parking.
- (4) The proposed outdoor use shall be for the purpose of direct retail sales only.
- (5) The proposed outdoor use shall be permitted to operate for a period of 180 days from the date of issuance of the Outdoor Accessory Use License.
- (6) The applicant will defend, protect, 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 the use, construction, maintenance, operation or existence of the Outdoor Accessory Use.
- (7) Any work to be performed pursuant to this Outdoor Accessory Use License shall be constructed and maintained at the sole cost and expense of the applicant in good and workmanlike manner, satisfactory to the City Director of Community Development.
- (8) Upon termination of this Outdoor Accessory Use License all material in any way related to the Outdoor Accessory Use permitted hereby shall be removed and stored in a permanently constructed building, as required pursuant to the Highland Park City Code. Upon failure of the applicant to remove such material, the City may cause the removal of the material and charge the cost of such removal to the applicant.
- (9) This Outdoor Accessory Use License may be terminated by the City at any time. Upon such termination, at the sole option of the City, but at the sole cost and expense of the applicant within two days after receipt of written notice from the City, the applicant shall remove the encroachment and cease the use granted hereby. Upon the failure of the applicant to remove the encroachment, the City may undertake or cause the removal of the encroachment and charge the cost of such removal to the applicant.

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: _____