

## OUTDOOR ACCESSORY USE APPLICATION CHECKLIST

☐ **Review Temporary Outdoor Accessory Use Regulations**

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). 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.

☐ **Fee**

\$75

☐ **Submit Completed Application**

Return the completed application [mrosen@cityhpil.com](mailto:mrosen@cityhpil.com)

Should you have questions concerning Outdoor Accessory Use, please contact Melissa Rosen, in the Office of Business Development at 847.926.1046, or via e-mail at [mrosen@cityhpil.com](mailto:mrosen@cityhpil.com).

**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.***