

**THE CITY OF LAKE FOREST
GARAGE SALE PERMIT APPLICATION**



Please return completed application to the Community Development Department, 800 Field Drive. For more information please call 847.810.3503 or 847.810.3521.

Address of Garage Sale: _____

Property Owner: _____ **Phone:** _____

Address of Property Owner (if different from above): _____

Date of Sale: From _____ **to** _____
Maximum of two consecutive days allowed per calendar year. Sales hours are limited to 9:00 AM to 5:00 PM. If the sale is cancelled due to inclement weather, please contact the Community Development Department within 48 hours of the sale date(s).

Will other Lake Forest residents be participating? Yes No
If so, each resident will need to complete their own application.

If the sale is being advertised and conducted by a for profit company, please provide that information below:

Company Name: _____

Contact Person Name and Phone Number: _____

PARKING GUIDELINES

Parking is permitted on one side of the street only. Questions regarding parking should be directed to the Police Department at 847-234-2601.

Parking is not permitted on Deerpath, Green Bay Road, Sheridan Road, Western Avenue, Waukegan Road, East of Westleigh Road or on the streets East of Sheridan Road. If the garage sale is held at an address on one of these streets, parking must occur on the site of the sale or on nearby side streets.

As owner of the property, I acknowledge that I have read and understand the City regulations pertaining to garage sales as detailed on this application and in the City Code. By signing below, I affirm that only items from the household having the sale will be offered and the sale will be conducted in accordance with all applicable regulations.

Property Owner's Signature: _____

For City Use Only

Reviewed and Approved by: _____ Date: _____

Permit No.: _____



**Community Development Department
800 N. Field Drive
Lake Forest, IL 60045
Phone: 847.810.3503 or 847.810.3521 Fax: 847.615.4383**

GARAGE AND HOUSE SALE REGULATIONS

All garage sales and house sales shall be conducted in compliance with the following standards and limitations:

- No more than one sale may be conducted during a calendar year at any one residence.
- Not more than three households may conduct a sale at any one residence. When members of more than one residence join in holding a sale, the sale shall be considered to have been held at the residence of each participating member.
- Each sale shall be limited to not more than two consecutive days. *If the sale is cancelled due to inclement weather, please contact the Community Development Department within 48 hours of the sale date(s).*
- The hours of operation shall be limited from 9:00 a.m. to 5:00 p.m.
- No items for sale may be displayed in a required rear or side yard, as defined in the Lake Forest Zoning Code, nor shall any items for sale be displayed on the lawn area between the house and a public or private street.
- No items for sale may be brought in by for profit entities. Only items owned by the participating households may be offered for sale.
- **Signs:** One sign, not to exceed four square feet, may be located on the property where the sale is to take place. In addition, not more than three off-premise directional ground signs may be placed in the public parkway at local intersections, provided the signs:
 - are made of an all-weather material and secured to the ground,
 - contain only the wording necessary to describe the sale, the address where the sale is to be conducted, and an arrow,
 - are white with red lettering; and,
 - are not more than four square feet and four feet in height.

- Such signs may only be displayed during the hours of the sale. No signs may be attached to any street poles, trees, fire hydrants, sign poles, light poles, or similar structures.
- Publicity in advance of permitted sales shall be limited to the local press and shall be only such publicity as is the minimum reasonable amount necessary to notify the local public or local desired clientele of the specifics regarding the sale.
- The City shall have sole discretion to determine whether the advance publicity printed in conjunction with the sale is in accordance with the provisions of this ordinance.
- In addition to the conditions specifically noted, the City may require any other conditions necessary to properly regulate the proposed sale to protect the health, safety and welfare of the area.

Approval Procedure: An application for a sale must be submitted to the Community Department not less than 48 hours prior to the proposed sale. There is no fee for obtaining a permit for the sale. The applicant must certify that they have read and understand the regulations for sales. The applicant must provide names and addresses of all persons and/or households participating in the sale. If the application conforms with City regulations, a placard will be issued by the Community Development Department authorizing the sale. The placard shall be displayed on site, at the sale and must be visible from the street.

The Director of Community Development shall issue a Stop Order for sales, which do not meet these regulations. When a Stop Order is issued, a sale shall cease immediately and all applicable fines shall be assessed.