

THE CITY OF LAKE FOREST
Community Development Department
800 Field Drive, Lake Forest, IL 60045
Phone: 847-810-3503 or 847-810-3521 FAX: 847-615-4383
COMMUNITY SIGN BOARD REQUEST APPLICATION



Please complete one application form for each event

Date _____

Name of Organization _____

Address of Organization _____

Contact Person _____ Email _____

Phone Number _____ Fax Number _____

Name and Date of Event _____

Requested Week for Display _____

*Dates requested are not guaranteed

COMMUNITY SIGN BOARDS: are located at the following intersections: Waukegan and Everett Roads, Western Avenue and Westleigh Road and Deerpath and Oakwood Avenue. All signs placed in these areas must be approved and installed by the Community Development Department.

1. Event signs are approved on a first come, first serve basis. **Requests are accepted up to one year prior to the date of the event.**
2. To fit in the sign display, event signs must be constructed of an all weather **rigid** material and **must** measure **30" wide by 40" high and 1/4" thick (No nails, staples or screws).**
3. The City reserves the right to reject designs that are determined to be inappropriate or offensive.
4. Signs may be **delivered to the Municipal Services Building, 800 Field Drive or City Hall, 220 E. Deerpath, by 4:00 p.m. Friday prior to the week the sign is to be displayed.** If signs are not received by the specified time, the space may be assigned to the next applicant. Day of installation depends on availability of City personnel.
5. **All signs are available for pick up at the Municipal Services Building, 800 Field Drive, until the Friday of the week they are removed from display. *If not picked up, they will be discarded. The City is not responsible for damage or theft of the sign.***

Please check the appropriate box(s) below for the sign locations you are requesting.

Waukegan & Everett Roads Western Avenue & Westleigh Road Deerpath & Oakwood Avenue

OFFICE USE ONLY:

Sign drop off date (no later than) _____ Permit No. _____

Sign Display date _____ Approved by: _____

Sign available for pick up _____ Phone: _____

Sign discard date (if not picked up) _____