

**THE CITY OF LAKE FOREST**  
**Community Development Department**  
**800 Field Drive, Lake Forest, IL 60045**  
**Phone: 847-810-3517 or 847-810-3503 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 \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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) \_\_\_\_\_