



**VILLAGE OF LAKE BLUFF
COMMUNITY GROUP PROMOTIONAL SIGNAGE APPLICATION
AND REGULATIONS**

Date: _____

Name of Organization: _____

Type of Event: _____

Street Address: _____

City, Zip: _____ / _____

Phone: _____ /Fax _____

Applicant's Name: _____

Title: _____

Applicant's Address: _____

Date of Event: _____ Date to be received: _____

Date to be installed: _____ Date to be removed: _____

Desired Location(s) of Sign(s): _____ Green Bay Road & Route 176
 _____ Sheridan & East Sheridan Roads

No more than three (3) signs will be placed at each of the approved locations at any time. Authorized community groups are allowed to place one (1) sign at each of the approved locations at the same time for a (1) week duration/ for (1) week per month. Signs for placement at the approved locations are considered on a first come, first served basis. Should scheduling conflicts occur, the final selection will be made at the discretion of the Village Administrator.

All signs must be delivered to the Village Hall, 40 East Center Avenue, by 4:30 p.m. on the Friday prior to installation. All signs will be installed on Monday morning and remain posted for one (1) week. If a sign installation falls on the day of a holiday, the installation of the sign would then occur the following day.

All signs must be picked up by the community group at the Public Works Center, 640 Rockland Road, within seven (7) days after completion of event. Signboards are available for pick-up on the North end of the Public Works parking garage (second building on left of driveway entrance). The storage of signs will not be provided. If signs have not been picked-up within fourteen (14) days after the completion of an event, they will be discarded.

I have read and agree to the terms as indicated above

Initials: _____

Signature of Applicant

Date

Office Use Only:	Approved ____	Denied ____
_____ Village Administrator/Representative	_____ Date	

Promotional Signage Locations

Promotional signage by authorized community groups may only be placed in the Village sign holders located at:

- **Green Bay Road and Route 176;** and
- **Sheridan Road and East Sheridan Road**

Authorized community groups whose activity/event is taking place on the Village Green may place one (1) additional sign on the Village Green provided all other sign regulations and criteria are met.

Approval by the Village is required to use the Village Green.

Authorized Community Groups

Authorized community groups shall be defined as those groups which meet all of the following criteria:

- **Non-profit;**
- **Based in the Village of Lake Bluff or the City of Lake Forest;** and
- **Activity/event must benefit and be of interest to Lake Bluff residents.**

Activity/Event Signs

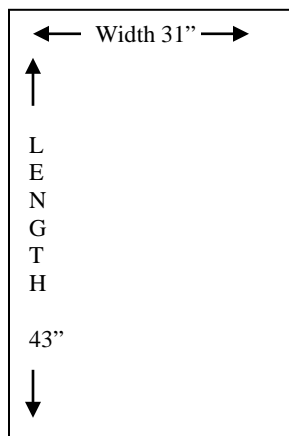
All promotional signage must meet the following criteria:

Dimensions must be:

- **31" in width;** and
- **43" in length**

Construction material **must be** a rigid type product such as:

- **1/4" to 3/8" plywood**
- **1/8" to 1/4" masonite**



*** Please note that if signboards are not constructed according to these dimensions and the materials designated they will not be accepted and cannot be posted.**