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.

Revised: November 2018