

East Pocket Park Public Forum Application



PROCESS

To install a Public Forum Display in the East Pocket Park:

1. A complete permit application shall be submitted to the Department of Community Development, Building Division, located at 1150 Half Day Road between the hours of 8:00 A.M. and 4:00 P.M., Tuesday through Friday.
2. The Building Division will circulate the application for review by applicable departments to determine whether the proposed Public Forum Display meets all applicable laws governing encroachments and obstructions to public property and will contact the Responsible Party within seven business days of submission to notify of application status.
3. Responsible party shall be available by phone to discuss requested display dates with the permit reviewer(s).
4. Upon approval Responsible Party shall pick up an official permit sticker and pay a permit fee of \$75 to the Building Division.
5. Responsible Party shall install the Display in the permitted location in East Pocket Park.
6. Responsible Party shall remove the Display at the completion of the permit period.

Note: Responsible Parties shall remove their Displays at the conclusion of the 30 day time period and restore East Pocket Park to its condition prior to the erection of the display. IF A SIGN OR DISPLAY IS NOT REMOVED BY THE RESPONSIBLE PARTY AT THE CONCLUSION OF THE PERMIT PERIOD, THE CITY OF HIGHLAND PARK SHALL CAUSE THE REMOVAL OF THE SIGN OR DISPLAY.

CONTACT INFORMATION

Please contact the Department of Community Development, Building Division, with any questions at (847) 432-0808.

Rules & Regulations: Use of East Pocket Park for Public Forum Display

Since 2005, the City has set aside a specific location for the expression of public opinion pursuant to Section 150.2027(O) of the Sign Code (Article XX of the City of Highland Park Zoning Code). That location is at the SW corner of St. John's and Central Ave. To put up a display in that location, people are required to obtain a permit from City Hall pursuant to regulations found here:

Allowed Sign Types for Public Forum: Applicants may apply for an East Pocket Park Public Forum Permit for the following specific public and functional sign types, as defined in Article XX of the Highland Park Zoning Code:

- (a) **Holiday Decorations and Religious Displays**
- (b) **Political Message Signs and Displays**
- (c) **Memorial Signs and Displays**

Conditions and Restrictions: The erection, construction, placement, maintenance, operation, or use of a private sign or display (a "Display") on, at, or within East Pocket Park shall be subject to, and conditioned upon, each and all of the following conditions and restrictions:

A. Permit Required. A permit, issued by the Office of the City Manager, shall be required prior to the erection or maintenance of any Display, applications must include a drawing, sketch, or photograph that depicts the proposed Display, and that sets forth the following information in order to be processed:

- the exact dimensions of the Display and any supporting structure, including height, width, and depth
- the manner in which the Display will be mounted or secured to the ground
- the construction materials to be used
- a narrative and graphic description of the Display, including any and all written content, graphics, and art or architectural features that will be included on or within the Display

Non-Transferable. The permit is nontransferable, and is valid only for the date and time specified.

Denial of Permit. The City Manager may deny the issuance of a permit for a proposed Display if the City Manager determines that:

- the proposed Public Forum Display does not comply with any or all of the conditions
- the proposed Display will present a clear and present danger to the public health or safety of the City and its residents.

Revocation. The City Manager may revoke a Display permit in the event that the City Manager determines that any or all of the conditions of the permit, have been violated.

Appeals. The determination or action of the City Manager, or their designee, may be appealed to the City Council in accordance with the same rules and procedures governing building code appeals set forth in Section 170.060 of the City Code.

B. Size of Display. The Display shall not exceed six feet in height, six feet in depth, and six feet in width

C. Number of Displays. No more than two Displays shall be permitted in East Pocket Park at any one time.

D. Location. There are two designated specific site pad locations within East Pocket Park in which a Public Forum Display may be located. Displays may be located only within one of the two designated pads. Requests for use among the two pads shall be honored by the City Manager on a first come, first served basis, in accordance with procedures established by the City Manager.

E. Duration. No Display shall be maintained at East Pocket Park for a time period of more than 30 consecutive days. No display shall be maintained at East Pocket Park for more than a total of 30 days in any 365 day period.

F. Removal and Restoration. At the conclusion of the applicable time period, the Responsible Party shall remove the Display, and restore East Pocket Park to its condition prior to the erection of the Display.

G. Obscenity Prohibited. No Display shall contain any matter, in writing or in a depiction, that, when considered as a whole, predominantly appeals to prurient interests.

H. Prohibited Signs and Displays. Without limitation of other prohibited signs and displays not expressly listed, the following shall be prohibited at all times at East Pocket Park:

1. **Off-Site Advertising Signs**
2. **Real Estate Signs**

I. Disclaimer. A separate disclaimer sign ("Disclaimer Sign") shall be erected and maintained by the City at all times during which the Display is maintained. The content of the Disclaimer Sign shall clearly disclaim any City interest in, or support or endorsement of, the erection, maintenance, or content of the Display, and shall clearly state that no public funds or City finances were used, directly or indirectly, to purchase, erect, or maintain the Display. The City shall cause the Disclaimer Sign to be prominently located on or adjacent to the Display, and the lettering on the Disclaimer Sign shall be clearly visible from the sidewalks adjacent to East Pocket Park.

J. Construction Materials. The construction and structural elements of the Display and the Disclaimer Sign shall be in accordance with the standards and regulations of the Building Code. Specifically, and without limitation, the Display and the Disclaimer Sign shall be (a) constructed of fire-resistant materials, (b) capable of withstanding wind pressures of at least 30 pounds per square foot of surface area, and (c) capable of receiving dead loads based on the actual weight of the structure.

K. Responsible Party's Risk. The Responsible Party shall acknowledge and agree that the erection and maintenance of the Display shall be at the sole and exclusive expense and risk of the Responsible Party. The City shall not be responsible for damage of any kind caused to, or loss as a result of any cause of, the Display.

L. No Damage to Surrounding Property. The Responsible Party shall cause the Public Forum Display to be erected and maintained in a manner that shall not cause any permanent damage or disturbance to East Pocket Park including any vegetation or landscaping, or damage or disturbance of any kind to any public or property surrounding East Pocket Park. In the event of any such damage or disturbance, the Responsible Party shall be cause the damage or disturbance to be promptly repaired and remedied at its sole cost and expense.

¹ For the purposes of this Guide, the following materials shall be considered prohibited: hazardous materials, as defined by International Fire Code 2000 Chapters 27-44; waste materials; dried vegetation; compressed gas or air cylinders; flammable or combustible gases, liquids, or solids; foam plastics; flame, smoke, heat or odor producing or sustaining devices; electrical equipment; mechanically operated equipment; tents; fireworks of any class; ignition sources; and open flames.

**APPLICATION FOR
PUBLIC FORUM DISPLAYS AT EAST POCKET PARK**



City of Highland Park • Department of Community Development • 1150 Half Day Road • Highland Park, IL 60035

The erection, construction, placement, maintenance, operation, or use of a Public Forum display (a “**Display**”) on, at, or within the pocket park located at the Southwest corner of Central Avenue and St. Johns Avenue (the “**East Pocket Park**”) shall require a permit prior to installation. A complete application must be submitted to the Community Development Department. **Applications must be submitted not less than 10, nor more than 30, days prior to the desired date of erection of the Public Forum Display.**

Date of Submission: _____

Dates Requested for Display (30 day max.): _____

Name of Group Sponsoring Display (if applicable): _____

Primary Contact

Person: _____

Address: _____

Phone: _____

Fax: _____

Cell: _____ **Email:** _____

Primary Contact Person’s Signature

Date

For Office Use Only

Received By

Date

**PUBLIC FORUM DISPLAY
APPLICATION CHECKLIST**
(Mark the circle for all items included)

The following materials are the minimum required for filing and processing an application for a Public Forum display within the pocket park located at the Southwest corner of Central Avenue and St. Johns Avenue.

ALL SUBMISSIONS REQUIRE THE FOLLOWING INFORMATION:

- Completed Application for Displays at East Pocket Park
- Drawing, Sketch, or Photograph that Depicts the Proposed Display, Including the Following:
 1. The Display dimensions and any supporting structure, including height, width, and depth;
 2. The manner in which the Display will be mounted or secured to the ground;
 3. The construction materials to be used; and,
 4. A narrative and graphic description of the Display, including any and all written content, graphics, and art or architectural features that will be included on or within the Display.
- Waiver and Claim of Release Form
- Acknowledgement of Understanding of Resolution R-118-05 Form

A \$75 permit fee is due upon issuance of the display permit; fee is nonrefundable

Primary Contact Person's Signature

Date

WAIVER AND RELEASE OF ALL CLAIMS

In consideration of the City of Highland Park (“City”) granting _____ (“Participant”), permission to install and maintain a Public Forum display (a “Display”) at the Southwest corner of Central Avenue and St. Johns Avenue (the “East Pocket Park”), the Participant hereby agrees as follows:

Acknowledgment and Assumption of Risk of Injury

The Participant agrees to assume the full risk of any injuries, including death, and all costs, damages, and losses that the Participant may sustain as a result of installing or maintaining the Public Forum Display.

Waiver and Release of Claims for Injury

The Participant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Participant may have against the City and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Display or the Participant’s participation therein.

Indemnity and Defense

The Participant shall, and does hereby, indemnify, hold harmless, and defend the City and its officers, agents, servants, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Participant may have arising out of, connected with, or in any way related to the Public Forum Display or the Participant’s participation therein.

The Participant has read and fully understands this document and executes it of the Participant’s own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

Participant

Attest _____

**ACKNOWLEDGEMENT OF UNDERSTANDING OF PERMIT CONDITIONS SET
OUT IN RESOLUTIONS R-118-05 AND R117-2020 IN RELATION TO
AUTHORIZING THE USE OF THE CENTRAL & ST. JOHNS SOUTHEAST
POCKET PARK FOR PUBLIC FORUM DISPLAYS**

In consideration of the City of Highland Park (“City”) granting _____ (“Participant”), permission to install and maintain Public Forum display at the Southwest corner of Central Avenue and St. Johns Avenue (the “East Pocket Park”), the Participant has read and fully understands the conditions laid out in Resolutions R-118-05 and R117-2020, as outlined herein, and executes it of the Participant’s own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

Attest _____

Participant