



CITY OF HIGHLAND PARK
TEMPORARY OUTDOOR EXPANSION FOR
FITNESS CLASSES ON CITY PROPERTY
PERMIT APPLICATION PACKET

In light of the coronavirus pandemic and in accordance with Governor Pritzker’s Restore Illinois plan, the City of Highland Park (“City”) has established the Temporary Outdoor Expansion for Fitness Classes on City Property Program (“Program”) to allow businesses to operate in outdoor settings on City-owned property. The Program aims to ensure fitness classes are being conducted in accordance with State of Illinois industry specific guidelines for fitness classes during the phases of the Governor’s Restore Illinois plan. All fitness business operations under this Program must adhere to the current guidelines issued by the Governor’s Office, Illinois Department of Public Health, and the Department of Commerce and Economic Opportunity and as permitted by the City of Highland Park. The purpose of this application and permit is for the City to review and consider requests to use outdoor City-owned property, including parking lots for fitness classes, and to ensure that operations of the outdoor elements of the fitness business are in accordance with federal, state, and local health and industry specific guidelines.

The Program is open to any fitness business occupying commercial space within the City. Any fitness business that desires use of the City sidewalk or public right-of-way in front of their business for items including but not limited to seating, tables, displays, or signage must complete a Temporary Outdoor Expansion Permit Application for such uses.

Applications will be expeditiously reviewed by the City for safety, mobility, emergency access, and adherence to State of Illinois guidelines. There is no fee for this application or permit.

**TEMPORARY OUTDOOR EXPANSION FOR
FITNESS CLASSES ON CITY PROPERTY
APPLICATION CHECKLIST**

Review Application Requirements

Before you complete your application, please carefully read the list of requirements.

Complete & Sign Application

Please ensure the Application is accurately completed.

Site Plan

Attach a site plan indicating the location of the fitness classes and signs, principal building(s) and parking area(s). Please include the property and proposed outdoor class area dimensions; points of building ingress and egress, and; location of existing public improvements (such as City benches, planters, waste receptacles, sculptures, trees, fire hydrants).

Sign Plan

Attach a sign plan with sign dimensions, type (A-frame, etc.), purpose, and text.

Insurance

Provide proof of General Liability Insurance naming the City of Highland Park as additional insured. The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses conducting classes on private property are not required to provide insurance.

Fee

None

Submit Completed Electronic Application with Attachments by E-Mail:

The City is accepting Outdoor Expansion Permit Applications by e-mail only. Please submit completed applications with attachments to:

Business Development Manager Carolyn Hersch: chersch@cityhpil.com

Please include the following on the E-Mail Subject Line:

“Outdoor Fitness Class Application for (Business name)”

Questions: Please contact Carolyn Hersch at 847.926.1027 or via e-mail at chersch@cityhpil.com

REQUIREMENTS FOR TEMPORARY OUTDOOR EXPANSION FOR FITNESS CLASSES

1. A distance of ten feet shall be maintained between participants.
2. Classes limited to maximum of 10 participants.
3. Multiple groups permitted in a space at once as long as
 - a. facilities allow for social distancing of participants and employees, and
 - b. 30-ft. of distancing is maintained between groups, and
 - c. areas for each group are clearly marked to discourage interactions between groups.
4. An unobstructed path of at least ten feet in width for pedestrian access along the boundaries of the approved area must be maintained at all times. No fitness equipment or participant's belongings may be placed or stored on any sidewalk, path, or area used by pedestrians which would create a tripping hazard.
5. All outdoor signs must be made of safe, sturdy, and durable commercial grade materials designed for outdoor use, such as wood, steel, cast aluminum, or heavy plastic.
6. All signs must be maintained in good visual appearance without dents, fading, and chipping, peeling paint or corrosion.
7. Business will be responsible for the cleanliness and maintenance of the permitted area at all times.
8. Outdoor fitness classes and signs are limited to the description specified in writing by the applicant and as approved by the City Manager.
9. All outdoor signs and equipment must be removed and stored each night at the close of business inside the business premises. Please note that outdoor signs may not be stored in the exterior doorway of the business and may not be stacked against the building in which the business is located.
10. Outdoor areas will be monitored for compliance, and City regulations will be enforced.
11. Permit approval will require proof of General Liability Insurance in the form of a Certificate of Insurance naming the City of Highland Park as additional insured. The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses conducting classes on private property outdoors are not required to provide a Certificate of Insurance.
12. All outdoor operations must strictly adhere to the [Industry Specific Restore Illinois Phase 3 Reopening of Businesses](#).

CITY OF HIGHLAND PARK
APPLICATION FOR A TEMPORARY OUTDOOR EXPANSION PERMIT FOR FITNESS
BUSINESSES

1. Business Name: _____
Name of Applicant: _____
Business Address: _____ Phone: _____
Mailing Address: _____ Email: _____
Name and Phone Number of Property Owner: _____

2. Location and complete description of the proposed outdoor class area and signs:

3. Description and dimensions of proposed outdoor fitness class area and signs:

4. Attach a site plan indicating the location of the fitness classes, signs, principal building(s) and parking area(s), location and dimensions of the proposed outdoor use, points of building ingress and egress. Site plan may be hand drawn.

5. Attach signage plan with sign dimensions, type(s) (window sign, A-frame, etc.), purpose of sign, and text.

Signature of Applicant

The undersigned applicant hereby accepts all terms and conditions imposed by the City, agrees to adhere to business operation current guidelines set forth under the State of Illinois Restore Illinois Plan, and will adhere to all requirements set forth for the fitness industry by the Illinois Governor's Office, the Illinois Department of Public Health, and the Lake County Health Department.

Signature of Applicant

Date

**PERMIT FOR TEMPORARY EXPANSION ON THE PUBLIC RIGHT OF WAY
FOR FITNESS BUSINESSES**

The Temporary use of the public rights of way or City-owned property for fitness classes and the placement of signs for which this application is made is subject to and conditioned upon compliance by the applicant with the following terms and conditions, failure to comply with any of which automatically and without notice shall constitute grounds for immediate termination of the approval by the City:

- (1) The Temporary Outdoor Expansion Permit shall be valid for the period of June 1, 2020 through October 1, 2020. The City, at its sole discretion, may grant permit extensions upon written request from the permit holder.
- (2) The proposed fitness classes and signs shall comply with all life safety regulations. All outdoor fitness operations must strictly adhere to the [Industry Specific Restore Illinois Phase 3 Reopening of Businesses](#). The fitness operations must also adhere to all amendments or changes to the Restore Illinois Plan as issued by the Governor or his or her designee of the State of Illinois.
- (3) The proposed fitness classes and signs shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way.
- (4) No fitness equipment or participant's belongings may be placed or stored on any sidewalk, path, or area used by pedestrians which would create a tripping hazard.
- (5) The proposed fitness classes and signs shall not eliminate or obstruct access to any areas which the City deems must remain accessible for public parking.
- (6) The proposed fitness classes and signs shall be for the purpose of convenience to clients and customers.
- (7) The applicant will defend, protect, indemnify and save harmless the City of Highland Park, its officers, agents and employees from any and all liability arising in any manner out of the use, maintenance, operation or existence of the business' fitness classes, signage, or the business' clients.
- (8) Upon termination of this approval, all material in any way related to the fitness classes hereby shall be removed from the public right of way. Upon failure of the applicant to remove such material, the City may cause the removal of the material and charge the cost of such removal to the applicant.
- (9) This approval may be terminated by the City at any time. Upon such termination, at the sole option of the City, but at the sole cost and expense of the applicant within two days after receipt of written notice from the City, the applicant shall remove the encroachment and cease the use granted hereby. Upon the failure of the applicant to remove the encroachment, the City may undertake or cause the removal of the encroachment and charge the cost of such removal to the applicant.

Do not write in this box. SPECIAL CONDITIONS

**Do not write in this box.
FOR CITY USE ONLY**

Business Name: _____

Business Development Approval: _____ Date: _____

Comments:

Community Development Approval: _____ Date: _____

Comments:

Fire Department Approval: _____ Date: _____

Comments:

Police Department Approval: _____ Date: _____

Comments:

Public Works Approval: _____ Date: _____

Comments:

Approved by City Manager: _____ Date: _____

Date of Issuance: _____