

CITY OF HIGHLAND PARK

TEMPORARY OUTDOOR EXPANSION

PERMIT APPLICATION PACKET

THIS PACKET INCLUDES APPLICATIONS FOR TEMPORARY EXPANSION FOR:

- 1) RESTAURANTS DESIRING TO CONDUCT OUTDOOR DINING
- 2) RESTAURANTS, RETAILERS, SERVICE BUSINESSES, AND FITNESS BUSINESSES DESIRING TO SET UP SEATING, TABLES, DISPLAYS, SIGNAGE OR MERCHANDISE OUTSIDE THEIR STOREFRONT ON CITY SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY

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 Program ("Program") to allow businesses to use of outdoor settings adjacent to their businesses. The Program aims to ensure businesses are maintaining physical distancing requirements and providing for the safety of patrons and employees. All 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 ensure that outdoor seating, tables, displays, merchandise, and signage and other items do not impact accessibility on sidewalks and the right-of-way and to ensure that outdoor elements are in accordance with federal, state, and local health and industry specific guidelines.

The Program is open to any business operating on property adjoining the City's public-right-of-way. As part of this program, the City has identified specific road and parking lot closures which are solely for use as outdoor dining areas and may not be used for retail, fitness, or service displays, signage, sales, advertising or merchandising.

The application included in this packet must be completed and submitted to the City by any business desiring to have outdoor operations and to place furniture (tables, chairs, etc.) or merchandise outdoors on any City sidewalk or on the public right-of-way.

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

NOTE TO FITNESS BUSINESSES DESIRING TO HOLD OUTDOOR FITNESS CLASSES:

Fitness businesses that desire to hold outdoor fitness classes on City property should complete and submit the Highland Park Temporary Outdoor Expansion for Fitness Classes Application. If a fitness business desires to use park property, please contact the Park District of Highland Park at 847.831.3810 or visit www.pdhp.org.

TEMPORARY OUTDOOR EXPANSION FOR ALL BUSINESSES 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.
- Obtain Express Written Permission from the Property Owner**
Please obtain written permission from the property owner for the proposed outdoor uses.
- Site Plan**
Attach a site plan indicating the location of the principal building(s) and parking area(s), property dimensions, location and dimensions of the proposed outdoor area, seating, table(s), rolling racks and other display(s), signs, points of building ingress and egress, and location of existing public improvements (such as City benches, planters, waste receptacles, sculptures, trees, fire hydrants).
- Signage Plan**
Attach a signage plan with sign dimensions, type (window sign, 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 locating items on private property are not required to provide insurance with this application. Certificates of Insurance may be e-mailed to Business Development Manager Carolyn Hersch at chersch@cityhpil.com.
- 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 Expansion 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 DISPLAYS, SIGNAGE, TABLES, SEATING, OR MERCHANDISE ON SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY

1. An unobstructed path of at least six feet in width for pedestrian access along the entire length of the approved area abutting the public street must be maintained at all times.
2. An unobstructed path of at least six feet in width directly in front of the business's door must be maintained at all times.
3. All outdoor seating, tables, displays, and signs must be made of safe, sturdy, and durable commercial grade materials designed for outdoor use, such as wrought iron, wood, steel, cast aluminum or heavy plastic.
4. All seating, tables, displays, and signs must be maintained in good visual appearance without dents, fading, and chipping, peeling paint or corrosion.
5. Business will be responsible for sanitizing seating, tables, and displays between clients/customers, and the cleanliness and maintenance of area in front of place of business as well as the area 10 feet on either side of surrounding sidewalks and area at all times.
6. Outdoor seating, tables, displays, and signs are limited to the description specified in writing by the applicant and as approved by the City Manager.
7. All outdoor seating, tables, displays, and signs on sidewalks or the public right-of-way must be properly weighted and covered each night at the close of business. Please note that outdoor seating, tables, displays, and signs may not be stored in the exterior doorway of the business and may not be stacked up against the building in which the business is located. Seating, tables, displays, and signs used solely for public outdoor dining by a restaurant on City streets or City parking lots which have been closed for the specific purpose of outdoor dining do not need to be removed each night.
8. Outdoor areas will be monitored for compliance, and City regulations will be enforced.
9. 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 locating items outdoors on private property are not required to provide a Certificate of Insurance.
10. 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 ALL BUSINESSES DESIRING TO PLACE SEATING, TABLES, SIGNAGE, AND
DISPLAYS ON CITY SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY AND
RESTAURANTS DESIRING TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIED
OUTDOOR DINING AREAS ON CITY STREETS AND PARKING LOTS

1. Business Name: _____
Name of Applicant: _____
Business Address: _____ Phone: _____
Mailing Address: _____ Email: _____
Name and Phone Number of Property Owner: _____
2. Location and description of the proposed outdoor seating, table(s), display(s), signs on sidewalk or right-of-way:
3. Description and dimensions of proposed outdoor seating, table(s), display(s), signs on sidewalk or right-of-way:
4. Attach a site plan indicating the location of the principal building(s) and parking area(s), location and dimensions of the proposed outdoor use on the City sidewalk or right-of-way, points of building ingress and egress, and location of seating, table(s), display(s), and signs. Site plan may be hand drawn and may be submitted as a photograph of the hand drawn site plan or a PDF.
5. Attach signage plan with sign dimensions, type(s) (window sign, A-frame, etc.), purpose of sign, and text.

QUESTIONS 6 THROUGH 13 ARE FOR RESTAURANTS ONLY THAT DESIRE TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIC OUTDOOR DINING AREAS ON CITY STREETS/PARKING LOTS

6. Square footage of current indoor dining area: _____
7. Seating Capacity of current indoor dining area: _____
8. Requested square footage of proposed outdoor dining area: _____
9. Requested seating capacity of proposed outdoor dining area: _____
10. Proposed number of outdoor tables and chairs: _____
11. Proposed hours of outdoor operations: _____
12. Will you be providing full restaurant service using wait staff? _____
13. Will you be offering wine, beer, or liquor service for the outdoor seating area? _____

**CITY OF HIGHLAND PARK
APPLICATION FOR A TEMPORARY OUTDOOR EXPANSION PERMIT
FOR ALL BUSINESSES DESIRING TO PLACE SEATING, TABLES, SIGNAGE, AND
DISPLAYS ON CITY SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY AND
RESTAURANTS DESIRING TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIED
OUTDOOR DINING AREAS ON CITY STREETS AND PARKING LOTS**

[APPLICATION SIGNATURE PAGE]

Affirmation of Property Owner Approval

I (Applicant) acknowledge and affirm that I have obtained express written permission from the owner of the property at which my business is located to utilize the outdoor area of the property/the public right-of-way adjacent to my business location in order to place seating, table(s), signage, and display(s) as described within this application and can present such express written permission upon request by the City.

Signature of Applicant

Date

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 business' respective 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 CITY SIDEWALK OR PUBLIC RIGHT OF WAY FOR ALL BUSINESSES AND FOR RESTAURANTS TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIED OUTDOOR DINING AREAS ON CITY STREETS AND PARKING LOTS

The Temporary Placement of Outdoor Seating, Tables, Displays, Signs, and/or use of the public rights of way 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 seating, table(s), displays, and signs shall comply with all life safety regulations.
- (3) The proposed seating, table(s), displays, and signs shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way.
- (4) The proposed seating, table(s), displays, and signs shall not eliminate or obstruct access to any areas which the City deems must remain accessible for public parking.
- (5) The proposed seating, table(s), displays, and signs shall be for the purpose of convenience to clients and customers.
- (6) 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, construction, maintenance, operation or existence of the business' equipment including seating, tables, signage, or displays.
- (7) Upon termination of this approval, all material in any way related to the seating, table(s), displays, and signs hereby shall be removed from sidewalks and 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.
- (8) 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.
- (9) All outdoor operations shall ensure and maintain a minimum separation of six feet, or the minimum stipulated distance as may be required by the federal, state or local government during the ongoing coronavirus pandemic.
- (10) All operations must strictly adhere to the State of Illinois Restore Illinois Plan and current guidelines provided by the State of Illinois Department of Commerce and Economic Opportunity, Illinois Department of Public Health, and the Lake County Public Health Department.

**Do not write in this box.
SPECIAL CONDITIONS**

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: _____