

# Art Mural Application



SUBJECT PROPERTY INFORMATION	
Street Address of Art Mural Location (Subject Property):	
Property's Current Use:	
Brief Description of Art Mural Project:	
Describe how the Art Mural will be attached to the wall or structure involved?:	

FOR INTERNAL USE ONLY
Case #:
Date Submitted:
Single-Family Residential Zoning District, or Less on Property with Fewer than five (5) Units?:
<input type="checkbox"/> Yes <input type="checkbox"/> No
located on Landmark Status Property, Abutting Regulated Structure, or within Historic District?:
<input type="checkbox"/> Yes <input type="checkbox"/> No

PETITIONER & OWNER INFORMATION	
<b>Petitioner</b>	
Applicant's Name:	Phone:
Address (City, State, ZIP):	Email:
<b>Owner</b>	
Property Owner's Name (if the Petitioner is not the legal owner of the property):	Phone:
Address (City, State, ZIP):	Email:
<b>Mural Artist/Sponsor Name</b>	
Contact Name (if the Mural Artist/Sponsor is not the Petitioner or legal owner of the property):	Phone:
Address (City, State, ZIP):	Email:

MURAL INFORMATION				
<b>Type of Mural</b>				
<input type="checkbox"/> Mural Painted on Exterior Wall <input type="checkbox"/> Mural Consisting of Tile or other Material Affixed to Exterior Wall <input type="checkbox"/> Fence <input type="checkbox"/> Railroad Underpass				
<b>Proposed Mural Dimensions</b>				
Width (ft)	Height (ft)	Total Area (sqft)	Depth of Mural from Plane of Wall (in)	Overall Mural Height Above Grade Plane (ft)
<b>Types of Materials</b>				
<input type="checkbox"/> Paint <input type="checkbox"/> Parachute cloth / Polyester / Polytab <input type="checkbox"/> Vinyl <input type="checkbox"/> Other (describe): _____				
<b>Is Compensation Being Provided to Property Owner for the Art Mural?</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

# PROPERTY OWNER/PETITIONER SIGNATURE

I hereby depose and say that I have read the requirements and procedures outlined in Article XII of the 1997 Highland Park Zoning Ordinance, as Amended, and all of the above statements and statements contained in my application are true.

I certify under penalty of perjury that I am the owner or official representative of the property proposed for installation of the art mural. I further certify that I give permission for the placement of the art mural as presented in this application, and that I have not been and will not be compensated for the right to place or display the art mural upon my property. I further certify that I have read, understand, and will abide by the City's ordinances regarding art murals.

The undersigned acknowledges and agrees that they are familiar with, have read and reviewed, and understand, all laws and regulations applicable to this application and the requested license/permit/authorization, including, without limitation, Chapter 150 of the City Code. The undersigned further agrees that the applicant complies with any and all eligibility requirements for the requested license/permit/authorization, and that the applicant will comply with all applicable laws and regulations with respect to the requested license/permit/authorization.

Property Owner

Date

Petitioner (If Other Than Property Owner)

Date

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary

## APPLICATION CHECKLIST

Please submit the completed application form and all required materials to:

City of Highland Park  
Department of Community Development - Planning Division  
1150 Half Day Road, Highland Park, Illinois 60035

Questions? Contact the Planning Division at 847.432.0867 or visit [cityhpil.com](http://cityhpil.com).

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|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Application Form<ul style="list-style-type: none"><li>- Complete in its entirety,</li><li>- Building owner's name(s) must match the proof of ownership exactly</li><li>- Notarized signatures of all owner(s) and petitioner(s)</li></ul></li><li><input type="checkbox"/> Project Narrative<ul style="list-style-type: none"><li>- Include written document describing the project scope, intent, specifications, and other pertinent details</li></ul></li><li><input type="checkbox"/> Proposed Elevation/Facade depicting:<ul style="list-style-type: none"><li>- A building drawing, including the mural, drawn to scale</li><li>- The corresponding direction that the wall/surface faces (N,S,E,W)</li><li>- The exact location of existing murals on the building or structure</li><li>- The dimensions of the mural (length and width) and height of the mural from grade level</li><li>- Relevant architectural features on or around the mural (i.e. eave/cornice and roof line)</li></ul></li><li><input type="checkbox"/> Proposed Site Plan depicting:<ul style="list-style-type: none"><li>- Property lines and the names of all neighboring streets</li><li>- Where the mural will go on the building or structure, and the specific surface it will be on; and</li><li>- North arrow</li></ul></li><li><input type="checkbox"/> Authorization To Enter And Traverse Land<ul style="list-style-type: none"><li>- Complete form attached</li></ul></li><li><input type="checkbox"/> Proof of Ownership<ul style="list-style-type: none"><li>- Provide warranty deed or the owner's title policy</li><li>- If the property is held in trust, provide the trust agreement</li><li>- If the person submitting the request is the contracted buyer or tenant, they must show evidence that they are authorized to file the request on behalf of the owner</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Fees<ul style="list-style-type: none"><li>- Please make check payable to: "City of Highland Park"</li><li>- Art Mural Application Fee: \$75.00</li><li>- Art Mural Extension Fee: \$0.00</li></ul></li><li><input type="checkbox"/> Neighborhood Meeting<ul style="list-style-type: none"><li>- Held during evening and/or weekend hours outside of 10:00 pm to 8:00 am.</li><li>- Held at a location that is convenient and must be accessible to those with disabilities.</li><li>- Send mailed notice more than 14 calendar days and no less than 7 calendar days prior to the neighborhood meeting date by regular first-class U.S Mail</li><li>- Post a notice on the subject property no more than 14 calendar days and no less than 7 calendar days prior to the neighborhood meeting date.</li></ul></li><li><input type="checkbox"/> Installation and Inspections<ul style="list-style-type: none"><li>- The applicant must notify the City upon completion of the installation of the Art Mural.</li><li>- One picture of the installed Art Mural must be submitted to verify if the Art Mural conforms to the code.</li><li>- The City can conduct structural inspections as necessary.</li></ul></li><li><input type="checkbox"/> Violation of Chapter 105 Regarding Art Murals<ul style="list-style-type: none"><li>- Fines \$50.00 to \$1,000.00</li></ul></li><li><input type="checkbox"/> Lobbyist Registration Packet</li></ul> |
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# Authorization to Enter and Traverse Land

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AUTHORIZATION TO ENTER AND TRAVERSE LAND  
FOR RESEARCH OF REQUESTED ZONING RELIEF  
OR OTHER MATTERS

This Authorization is dated as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Authorization”) by and between \_\_\_\_\_, (“Owner”) as Owner of the property located at \_\_\_\_\_, Highland Park, Illinois (“Subject Property”), and the CITY OF HIGHLAND PARK, an Illinois Municipal Corporation (the “City”).

**SECTION ONE. GRANT OF AUTHORIZATION.**

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Zoning Board of Appeals, Plan Commission, Design Review Commission, Historic Preservation Commission, Lakefront Commission and/or other City Commissions \_\_\_\_\_ (collectively, “City Representatives”), authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of zoning relief: i) variation; ii) special use; iii) special exception; iv) conditional use; v) planned unit development; vi) amendment; vii) sign variance (collectively, “Zoning Relief”), and for other purposes incidental thereto (“Zoning Relief Research”). The Owner also grants the City Representatives with authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Zoning Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives’ use of the Subject Property for the purposes stated in this Authorization.

**SECTION TWO. DUTY TO WARN.**

The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

**SECTION THREE. INSURANCE AND INDEMNIFICATION.**

The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the negligent or willful acts or omissions of the City Representatives in performing the Zoning Relief Research.

**SECTION FOUR. EXPIRATION.**

This Authorization shall expire immediately upon the final action of the City in its consideration of the Zoning Relief requested on the Subject Property.

**SECTION FIVE. NO OBLIGATION OF CITY.**

The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives’ right, or that of any one of them, to enforce such right or any other right.

OWNER

By: \_\_\_\_\_

CITY OF HIGHLAND PARK

By: \_\_\_\_\_

Director of Community Development or Designee

**ART MURAL  
WAIVER AND LICENSE**

**THIS WAIVER AND LICENSE** is dated as of the \_\_\_ day of \_\_\_\_\_, 20\_\_ (“Waiver and License”) by \_\_\_\_\_.

In exchange for good and valuable consideration, I agree as follows:

1. I have prepared designs for the art mural depicted in Exhibit A attached to and, by this reference, made a part of this Waiver and License (“Work”).
2. I waive all rights and interests pertaining to the Work, including, without limitation, any rights and interests arising under the Visual Artists’ Rights Act of 1990, 17 U.S.C §106A.
3. The City of Highland Park, Illinois (“City”) has the right, but not the obligation, to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the Work in whole or in part, in accordance with the applicable provisions of the City Code.
4. I have no outstanding claims and know of no outstanding claims against the Work.
5. I grant the City an irrevocable license to graphically reproduce the image of the Work for municipal purposes, which municipal purposes are determined solely by the City.
6. I have read and fully understand this waiver and license and execute it of my own free will and without any reservation whatsoever.

**MURAL ARTIST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**EXHIBIT A**  
**DEPICTION OF ART MURAL**

1707 St. Johns Ave.  
Highland Park, Illinois 60035  
o: 847.926.1034 / f: 847.432.7625  
cityhpil.com

### Highland Park Lobbyist Registry

Dear Potential Lobbyist,

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2, and Section 37.006 of the Highland Park Code of 1968, as Amended, the City is authorized to regulate lobbyists. All persons who are compensated for their efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists each calendar year or within five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

Lobbyist Registration includes the names and addresses of the lobbyist's clients, and payment of an annual registration fee of **\$25.00**. If at any time a lobbyist's client list changes, an amended registration needs to be filed with the City Clerk's Office.

Please complete the form that has been included and return to City Staff within five business days of completing your application to appear before the Plan and Design Commission or the Zoning Board of Appeals. To determine if you are considered a lobbyist under the City's Ordinance, or if you are exempt from registering as a lobbyist, please review the enclosed information on Lobbyist Registration or contact me at (847) 926-1034.

Sincerely,



Ashley Palbitska  
Deputy City Clerk  
City Manager's Office  
apalbitska@cityhpil.com



# City of Highland Park

City of Highland Park  
City Clerk's Office  
1707 St Johns Avenue  
Highland Park, Illinois 60035

## Lobbyist Registration PLEASE PRINT

Date: \_\_\_\_\_

Name of Registrant: \_\_\_\_\_

Registrant's Company Name: \_\_\_\_\_

Permanent Address (Street, City, State, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Temporary Address While Lobbying:  
(Street, City, State, Zip): \_\_\_\_\_

*Please fill out the below information for each client and/or business entity for which the registrant expects to act as a lobbyist (if you have more than one client and/or business entity, please attach a full listing)*

Name: \_\_\_\_\_

Business Address (Street, City, State, Zip): \_\_\_\_\_

Permanent Address (Street, City, State, Zip): \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Will the registrant receive compensation from the client?       Yes       No

Will the registrant incur expenditures in connection with the representation of this client?       Yes       No

The undersigned, being first duly sworn, on oath deposes and says that he/she has read the foregoing registration and knows that contents thereof and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Yes

Signature: \_\_\_\_\_

For more information about registration, please utilize the attached information that includes the City of Highland Park Municipal Code Section 37.006 - Lobbyist Registration.

For more information about lobbyist registration, please contact the City Clerk's Office at (847) 926-1034



1707 St. Johns Ave.  
Highland Park, Illinois 60035  
o: 847.926.1034 / f: 847.432.7625  
cityhpil.com

## Lobbyist Registration

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2 and Section 37.006 of the Highland Park Code of 1968, as amended, the City is authorized to regulate the lobbying of City officials and staff for the purpose of influencing City actions and decisions.

In accordance with City Ordinance No. 15-12, passed on February 13, 2012 (effective on March 15, 2012), all persons who are compensated for efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists not later than January 20<sup>th</sup> of each calendar year, or written five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

The registration must include the names and addresses of the lobbyist's clients, and payment of an annual registration fee of \$25. Lobbyists would be required to file amended registrations throughout the year as necessary, and to notify the City Clerk upon termination of their lobbyist activities. Lobbyist registration information is available through the City Clerk's office for public inspection.

Ordinance No. 15-12 exempts certain activities from the definition of lobbyist, including:

- Filing an application for City permit or license;
- Responding to Request for Proposal or formal bid solicitation;
- Representation by an employee, director or officer of a not-for-profit entity for that entity; and
- Unpaid representation.

Failure to register is punishable by a fine of \$500.00, plus an additional \$500.00 for failure to register within 10 days after receipt of a notice from the City Clerk.