



CITY OF HIGHWOOD
 17 HIGHWOOD AVE
 HIGHWOOD, IL 60040
 Phone 847.432.1924 / Fax 847.432.0735
 www.cityofhighwood.org

Temporary Sign / Sandwich Board Sign Application

Sign Location

Business Name _____

Business Owner Name _____

Business Address _____ Highwood, IL 60040

Phone Number _____

Email _____

Does your business have a valid current Highwood Business License? Yes No

Sign Placement (check one):

The sign will be located in the public right-of-way (public sidewalk, landscape strip, planting strip).

- If in public right-of-way, have you signed and attached the hold harmless agreement?

Yes No

The sign will be located only on private property.

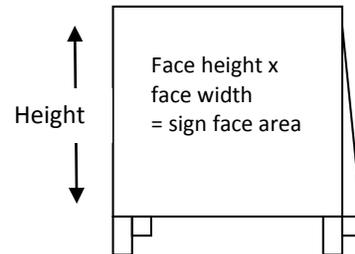
- If on private property, you must have permission of the property owner to register this sign.

Please initial: _____

Sign Dimensions:

Height of Sign? _____
 (Max. height=4')

Width of Sign? _____
 (Max. sign face = 6 sq. feet)



← Width →

Number: One sandwich board sign is allowed per business.

Please initial: _____

Requirements for Sandwich Board Signs:

1. Sandwich Board Sign is constructed of weather-resistant materials (wood, metal, or durable plastic), are professionally lettered and neatly painted, and is constructed to avoid being blown, tipped or falling from its intended location.
2. Sandwich board sign may be displayed during business hours only and must be removed each day.
3. Signs may be placed on sidewalks only and in a location where the unobstructed paved area for pedestrian passage is not less than sixty inches (60") wide.

Please initial: _____

Certification:

I the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Highwood may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Applicant: _____
Signature

Printed Name

Date: _____

If you have any questions about sandwich board or temporary sign requirements, please contact the **Highwood Building Department** at 847.432.1924.

Staff Use Only:

Registration Date: _____ Approved by: _____

Issued Date: _____ Zoning District: _____

