



Department of Community Development  
16220 Wausau Avenue | South Holland, Illinois 60473  
Phone: 708-210-2915 | Fax: 708-210-2959  
www.southholland.org

## SPECIAL EVENTS PERMIT

### Application

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

Applicant Address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Address of where Special Event will be held: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Beginning Date of Event: \_\_\_\_\_ Completion Date of Event: \_\_\_\_\_ (Not more than 45 days)

#### Guidelines:

- All promotional devices shall be professionally constructed and lettered, and must preserve the aesthetic aspect of the area.
- No other signage or banners will be permitted other than what has been submitted and approved.
- Only one (1) portable sign, which does not exceed twelve (12) square feet per face, is allowed.
- The use of Special Events signage shall be limited to no more than four (4) times per year.
- Other advertising devices will be considered, but must be located exclusively on the private property of where the event is being held.

#### Required with Application Submission:

- Image must be provided of proposed promotional materials with dimensions. Failure to provide image will result in denial.
- All proposed signage locations must be submitted in aerial form of the property where the event is to be located. Acceptable submissions include, a copy of a Plat of Survey or an aerial view from known mapping services, such as Google Maps, Apple Maps, or Bing Maps. Others may be accepted.
- A fee of twenty-five dollars (\$25.00) shall accompany the application.

By signing below, Applicant agrees to comply with the listed regulations of the Special Events Permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Title with Organization represented: \_\_\_\_\_

#### Internal Use - To Be Completed By Staff

Staff Reviewer(Initial): \_\_\_\_\_ Staff Review Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_