

# TEMPORARY BANNER SIGN PERMIT APPLICATION

**For Decorative or Information Banner Signs Attached to City Light Standards within Public Rights-of-Way and/or Public Spaces for Non-Profit, Community Related Events**

<b><u>FOR DEPARTMENT USE ONLY</u></b>	Application # SNP _____
<input type="checkbox"/> Sign Permit Fees: _____ (\$49.50 for the first sign and \$10.00 each additional, plus \$99.00 for staff time.)	

Business or Organization Name:	Email:
Address:	State/Zip:
Contact Name:	

Wording on Banner(s):	Event Date(s): From _____ To _____
Requested Banner Display Dates:  (from) _____  (to) _____	<b>Banner Sign size:</b> <b>Banners should be 24” wide by 48” high. A slight difference in size may be accepted by the City on a case-by-case basis.</b> <b>See construction requirements on Page 2.</b>

	Banner Sign Size - Specify if one-or two-sided:	Location – (closest street address or nearest street intersection):
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**For additional banner signs, please attach a separate piece of paper.**

**Provide two sets of a Sign Drawing** - a color drawing or photo showing banner sign size, graphics and lettering.

**Regarding the Message on the Banner(s):**

Banners shall promote municipal or municipally sponsored not-for-profit events. Banners shall not advertise or promote the sale of any product or commodity, political position or religious belief. The emphasis of the banner must be the time and place of the event. The City retains the right to reject any banner based on the contents of the banner.

**Banner Construction:**

Banners should meet the following minimum construction specifications:

**Size:** 2 feet wide by 4 feet long. A slight difference in size may be accepted by the City on a case-by-case basis.

**Material:** 18 ounce block-out vinyl banner material.

**Mounting Provisions:** Banners shall have reinforced grommet holes, one in each corner which will be secured to the light post. The City shall provide the stainless steel mounting banding and buckle for each sign.

**Insurance Requirements:**

- A Certificate of Insurance on the standard ACORD form at the standard combined general liability rates of \$1,000,000.
- The certificate must name the City of Port Townsend as an additional insured.
- The Insurance Certificate must also state: “the event name, the sponsor, the dates the banner will be hung, and that the banner is to be hung along Water and/or Washington Streets and/or Sims Way (SR20).”

**Number of Signs and Fees:**

The number of banner signs to be approved is up to the discretion of the Public Services Director, and may depend upon the event. A non-profit agency must provide the banners. At the discretion of the City Manager, fees may be waived and the signs installed at no charge.

**Delivery, Hanging and Retrieval of the Banner(s):**

The applicant must coordinate with the City to hang the banners on the poles. Banners must be delivered to the Development Services Department office a minimum of one week prior to the date requested to hang the banner(s). City personnel will hang and remove all banners as scheduling and weather allows. After banners are taken down, the organization is expected to pick up the banner from the Development Services Department office within a week after the banners are removed.

**All applicants must sign the application below to signify agreement with the proposed application.**

The Applicant below hereby certifies that all of the above statements and information contained in any exhibits, plot plans, or other transmittals made herewith are true and provide an accurate presentation of the proposed project. The Applicant(s) acknowledges that any action taken by the City of Port Townsend based in whole or in part of this application may be reversed if it develops that any such statement or other information contained herein is false.

The undersigned hereby saves and holds the City of Port Townsend harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature arising from any noncompliance with any restrictive covenants, plat restrictions, deed restrictions, or other restrictions which may have been established by parties other than the City of Port Townsend.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date