



Town of Silverton

Public Banner Permit

FOR THE INSTILLATION OF TEMPORARY BANNERS

ADVERTISING AND PROMOTING COMMUNITY – WIDE SPECIAL EVENTS AND HOLIDAYS

All applications must comply with the following standards for the display of banners on Town Property and Town Public Right – of – Way:

1. Banner may not be larger than 5' by 25'
2. Banners shall be made of cloth composed of vinyl, canvas or other suitable material. Banners must have wind holes, and at least five grommets on the top, five grommets on the bottom, and must be attached with climbing grade carabineers.
3. Banners must advertise events that promote the general interest of the Town as a whole.
4. Banners with commercial advertising including corporate and business trademarks, logos and other identifiers will not be allowed.
5. Dates for hanging banners must be reserved with the Town. Banners may be hung for a maximum of two weeks prior to the event. The time may be less if it conflicts with the advertising banner installed for an earlier event. Banners must be scheduled for removal within 24 hours after the completion of the advertised event if there is another banner scheduled to be installed or up to 5 days after the event if no other banner is scheduled for installation. The time allowed to remove a banner may be extended by authorization of the Town.
6. It is the obligation of the owner of the banner to arrange for the hanging and removal of the banner. Banner attachment, installation, maintenance, and removal shall be done only by individuals or businesses preauthorized by the Town. The Town assumes no responsibility for the maintenance, damage or storage of any banner.
7. The Town reserves the right to refuse to allow any banner to be hung that it deems to be unsafe, damaged, or constructed in a manner that will become damaged and create a hazard. The Town reserves the right to have any banner removed immediately if the banner becomes damaged and deemed hazardous by the Town. The removal of the banner shall be at the owner's expense.
8. Banners must be presented to the Town for inspection a minimum of 48 hours prior to installation.
9. These Banner Standards shall be administered by the Code Enforcement Officer or other Town Staff as delegated by the Town administrator.



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APPLICATION DATE: _____

NAME OF APPLICANT: _____ **PHONE:** _____

MAILING ADDRESS: _____

DATE BANNER TO BE INSTALLED: _____ **DATE BANNER TO BE REMOVED:** _____

BANNER INSTALLED BY: _____ **BANNER REMOVED BY:** _____

BANNER SIZE:

LENGTH _____ **HEIGHT** _____ **TOTAL SQ. FT.** _____

TEXT: _____

COMMENTS:

I HEREBY AGREE TO COMPLY WITH TOWN OF SILVERTON STANDARDS FOR THE DISPLAY OF BANNERS ON TOWN PROPERTY AND TOWN PUBLIC RIGHT – OF – WAY.

APPLICANT SIGNATURES:

NAME & TITLE _____ **SIGN** _____

PERMIT ISSUED BY:

NAME & TITLE _____ **SIGN** _____

DATE: _____

PAYMENT & LICENSE INFORMATION:

PAYMENT METHOD _____ **AMOUNT PAID** _____

RECEIVED/ISSUED BY _____ **PERMIT #** _____