



6100 219th Street SW, Suite 200
 Mountlake Terrace, WA 98043
 Phone 425.744.6267 Fax 425.775.0420
PermitSpecialist@ci.mlt.wa.us
www.cityofmlt.com

BANNER SIGNS APPLICATION

Permit # _____

APPLICATION MUST BE MADE A MINIMUM OF 21 DAYS PRIOR TO PLACEMENT

Address of event: _____

Purpose: _____

CONTACT INFORMATION

<u>APPLICANT</u>	
Name _____	
Address _____	
City _____ State _____ Zip _____	
Ph _____ Fax _____	
E-mail _____	
Contact Name _____	
Ph _____ Fax _____	
E-mail _____	

<u>SPONSORING AGENCY</u>	
Name _____	
Address _____	
City _____ State _____ Zip _____	
Ph _____ Fax _____	
E-mail _____	
Contact Name _____	
Ph _____ Fax _____	
E-mail _____	

BANNER DESIGN:

Provide an accurate illustration of the proposed banner design labeled with dimensions, message content, graphics and color(s). The illustration is to be to scale. (See attached Requirements.)

LOCATION OF BANNER PLACEMENT: Check all that apply.

- ____ 220th Street SW/58th Avenue W
- ____ 44th Avenue W/212th Street SW
- ____ 236th Street SW/59th Avenue W

DATES BANNER(S) TO BE ON DISPLAY:

From: _____ To: _____

Total Number of Banners	New Application	Renewal
One	\$217.00	\$190.00
Two	\$392.00	\$365.00
Three	\$567.00	\$540.00

Total Fees Due: _____

I certify to the best of my knowledge, the information provided on this application is true and correct.

Sign Owner / Agent _____ Date _____
 Print Owner / Agent _____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Permit Fee \$ _____ Date _____ Receipt Number _____

PERMITTED LOCATIONS

CONDITIONS OF THE PERMIT

This permit is valid only for the banners specified and the duration of placement as noted immediately above. All Banners attached to public facilities must be placed and removed by City staff. If the permit cannot be approved \$50.00 is non-refundable to cover application review costs. The sponsor is required to deliver the approved banner, constructed consistent with the specifications established in the banner specifications attachment, to the City a minimum of three working days prior to the date of placement and picked up within seven working days of its removal.

RECOMMENDATION

Comments: _____

Approve Deny _____
Public Works Director Date

If disapproved, reason why: _____

Remedy: _____

SPECIAL ACKNOWLEDGMENT, RELEASE AND AGREEMENT OF INDEMNITY FOR STREET USE OF BANNER PLACEMENT

It is fully understood and acknowledged by the undersigned that the (name of the event) _____ banner sponsored by (name of the organization), _____ will be placed along/over public streets and/or across street intersections.

We, the undersigned, acknowledge and agree that banners cannot contain any form of advocacy for a political position, choice of candidate or political party; advertisement of a specific product, event or activity of a for-profit business; or any message of any religious belief or doctrine. Any deviation once the permit is approved, must be resubmitted for review and approval by the City of Mountlake Terrace.

With full knowledge the sponsor/applicant, the undersigned, stipulates and agrees to indemnify and hold harmless the City of Mountlake Terrace, its officials, officers, employees, agents and volunteers, and shall process and defend at its sole expense any and all claims, demands, damages, suits at law or equity, liabilities, losses, judgments, liens, expenses and costs arising out of or occasioned by the participation in the aforementioned event or banner placement, including injury or death that may occur.

Date: _____

Name of Sponsor/Applicant: _____

Address of Sponsor/Applicant: _____

Signature of Authorized Agent: _____

COMMUNITY EVENT BANNER PROGRAM REQUIREMENTS

PROGRAM DESCRIPTION

To support community events, sponsored by non-profit community organizations or the City, the Community Event Banner Program provides for the announcement of an event on a banner(s) spanning above City streets. The Program is authorized under MTMC 19.136. The City regulates and administers the program through a permit process. The City has designated locations for banner placement on City-owned poles. After a permit is issued, City employees will hang and take down the banners. Banners remain the property of the community organization and must meet City specifications. This Program is self-supporting; the permit fee recovers the cost of the program to the City.

PERMIT APPLICATION

1. A banner permit application shall be completed by the community organization and submitted to the City. Applications are available at City Hall and shall be received for processing by the Customer Service Unit.
 - a. New Applications. A complete permit application shall be submitted a minimum of three weeks prior to the desired date for display. The application shall include a drawing of the banner, prepared in a manner that allows the City to determine whether it meets construction specifications and message regulations.
 - b. Renewal Applications: Banner(s) that have been previously permitted by the City and the construction and message of the banner remains the same shall be considered renewal applications. A complete application shall be submitted a minimum of ten days prior to the desired date of display.
 - c. Application Submittal. Applications shall be accepted for banner permits up to six months prior to the event.
2. At the time the banner permit is issued, a fee will be paid to the City based upon the number of locations and whether the banner is new or a renewal. The fee schedule for the current year is attached.

BANNER DISPLAY

1. Banner(s) shall be scheduled for display at the time a permit is issued. Scheduling shall be done on a “first come, first served” basis.
2. Banner(s) for reoccurring community events may be prescheduled for next year after being initially permitted by the City.
3. Permitted banner(s) shall be delivered to the Public Works Shop, by appointment, a minimum of three days prior to the display date and picked up within seven days after removal of the display. Banner(s) shall remain the property of the community organization. The City shall not be responsible for lost banners, nor provide storage space for banners.
4. Banners may be displayed up to 21 days prior to the event. In the event of competing schedules for community events, the City reserves the right to shorten the duration of display for a particular event to allow another event access to the banner poles.
5. There are three designated banner locations, as shown on the attached banner location map. These three locations provide the greatest visibility by passing vehicles and pedestrians. The City has installed poles at each location. Each location accommodates one banner. Applications may be made for one, two or three locations.

SPECIFICATIONS

Banner(s) shall be constructed in the following manner:

1. Banners shall be made of number twelve duck canvas, nylon net with vinyl coating, or a fabric of equivalent strength.
2. Banner(s) shall have a maximum width of 30 feet and a maximum depth of 4 feet. Banner(s) shall have wind load relief flaps 18” wide and 10” high spaced for a density of one flap for each 10 square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction.

3. Banner(s) shall have 3/8-inch diameter nylon rope sewn into the top and bottom of the canvas for the total length of the banner(s). The nylon ropes shall be a minimum of 100 feet in length. Banner(s) shall have brass or steel grommets with a minimum 1/2-inch diameter hole placed 18" on centers just below the 3/8" diameter nylon rope sewn into the top of the banner. Each grommet shall be fitted with a metal clip ring a minimum of four inches long.

The message on banner(s) shall conform with the following regulations:

1. The message shall announce an event occurring in Mountlake Terrace that is sponsored by a not-for-profit community organization, that is open to the general community and visitors, and that is of general interest to community residents and visitors.
2. The message shall include the name of the event, the name of the sponsoring organization, and the date, time and location of the event.
3. The message shall not advocate a political position, choice of candidate, or political party.
4. The message shall not advertise specific product, event or activity of a for-profit business.
5. Banners shall not state any religious belief or doctrine.

LIABILITY

The City shall not be responsible for any damage that may occur during hanging or removal of the banner, or any damage that may occur while the banner is in place on the City poles. Due care and diligence will be exercised by City employees in the installation and removal of banners. An applicant shall sign a release-of-liability form at the time the permit is issued. Such release will not relieve the City from responsibility in the case of negligence on the part of the City.