

BANNER APPLICATION

Please fill in the information requested below and submit this form to the City Manager Designee (Public Works Department), 51 Winburn Way, Ashland, OR 97520. Upon approval of your application, the City of Ashland will obtain approval from ODOT, and then collect the \$125 fee.

Please write below exactly what will be printed on the banner. All banners will be reviewed for any offensive or inappropriate message content by the City of Ashland and ODOT. ***Please note: No Advertising of any kind, No phone numbers, and No web or e-mail addresses are permitted on the banner.***

NAME OF ORGANIZATION/: _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS OF ORGANIZATION/CONTACT: _____

WEEK REQUESTED FOR BANNER: _____

(FOR CITY USE ONLY)

THIS APPLICATION IS:

- APPROVED FOR A CITY OF ASHLAND SPONSORED OR ENDORSED EVENT.**
- NOT APPROVED.**

DATE: _____
CITY MANAGER OR DESIGNEE

Date Fee Paid to City of Ashland: _____

(FOR ODOT USE ONLY)

THE ABOVE APPLICATION IS:

- APPROVED**
- NOT APPROVED.**

DATE: _____
ODOT

EAST MAIN STREET BANNER REQUIREMENTS & INSTRUCTIONS

Banners are scheduled for **City of Ashland sponsored or endorsed events only (and are subject to approval by the City Manager (or Designee) and ODOT)**. Banners are installed across East Main Street by the City of Ashland Electric Department from Monday to Monday. If the Monday of hanging or removal falls on a City Holiday, the banner will be hung or removed on Tuesday. No banners are hung during the winter holiday season, typically from the week of Thanksgiving through the first week of January.

The Name of the event organization must be displayed on the banner. Banners must be constructed according to the specification attached to this form. If the banner is found to be faulty or not made according to these specifications, the banner will not be installed.

INSTRUCTIONS:

- Fill out the banner application (see attached), include a detailed description of the wording on the banner, or attach a sample copy of the banner. Turn in the completed application to the Public Works Department, located at 51 Winburn Way, Ashland, OR 97520. Call 541-488-5587 for more information.
- There is a \$125 fee for installation of the banner. This fee is payable upon approval of the banner application by the City Manager designee and ODOT. The full \$125 fee must be paid at the time the approved banner permit is picked up. The banner will not be hung without proof of payment.
- Following approval and payment, banners are to be delivered at least one week prior to the installation date to the Department of Electric Utilities, located at 90 North Mountain Avenue. Call 541-488-5357 for directions or more information. Please note: the Department of Electric Utilities is open from 7:00 a.m. – 3:30 p.m.
- Please make arrangements with the Department of Electric Utilities to pick up you banner within ten days of removal from East Main Street. The Department of Electric Utilities will not be responsible for any loss or damage that may occur to the banner after that time.

Banners Located on State Highway Right-Of-Way Signing Guidelines

The purpose of these guidelines is to allow for the temporary placement of banners within the state highway right-of-way to inform the travelling public of local event.

1. Definitions:
 - "Banner(s)" are flags or pennants made of plastic, cloth, or similar material suspended over or spanning the roadway to provide information to motorists on an event occurring in the general area.
 - "Event" is the celebration of a legal holiday, fair, rodeo, roundup, exposition, and other civic event.
2. The District Manager may allow for the placement of banners where the following criteria are met:
 - The event is sponsored or endorsed by a city, county, or state agency.
 - The event is two weeks or shorter in duration and open to the general public.
 - The banner contains no more than the name, logo, date, time and general location of the event.
3. The banner(s) and supports must:
 - Be located within a five-mile radius of the event
 - Have a vertical clearance of at least 20 feet over the roadway and 8 feet over a sidewalk.
 - Be made from a durable material and constructed to withstand wind pressure of 20 pounds per square foot (89N) of exposed surface.
4. The banner(s) and supports must not:
 - Be placed on an interstate highway.
 - Include any advertising, commercial message, brand or product name, or other information about the event such as cost, directions, or contact information.
 - Interfere with, imitate, or resemble any official traffic control device or attempt or appear to attempt to direct the movement of traffic
 - Prevent the driver of a motor vehicle from having a clear and unobstructed view of official traffic control devices and approaching or merging traffic.
 - Have any lighting, unless such lighting is shielded to prevent light from being directed at the highway or is of such low intensity or brilliance as not to cause glare or to impair the vision of the driver of a motor vehicle.
 - Be located such that it is a roadside safety or traffic hazard.
 - Be attached to any official sign, post, signal pole, or any other traffic control device or support.
5. If any banner(s) are allowed, the District Manager will determine the number and type, the date of installation and removal, and any other conditions necessary to protect the safety of the roadway and motoring public.