



# **APPLICATION FOR CROSS STREET BANNERS AND BANNERS ON STREET LIGHT POLES**

Desired Date of Installation: \_\_\_\_\_  
\_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_  
Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Please describe banner(s) and white out specific text on the banner:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Cross Street Banner and Street Light Pole Banner Policy and Fees**

Please refer to the currently adopted Engineer Fee Schedule.

<https://www.orcity.org/1067/engineering-services-fees>

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## **Banners on Street Light Poles**

- Are all of the banners double sided?  Yes  No
- Are all of the banners a two-ply 12-ounce vinyl banner sheeting sewn together with a 1.5" border hem, or a commercial heat sealed hem?  Yes  No
- Are all of the banners made of a durable material constructed to withstand wind pressure of 20 pounds per square foot of exposed surface?  Yes  No
- Are all of the banners 23" wide by 48" long (center of mounting pocket to center of mounting pocket) with an overall length of 52"?  Yes  No
- Do all banners have a 5" (4" opening) mounting pockets or sleeve on both the top and bottom of the banner?  Yes  No

Total Number of Street Light Pole Banners x Banner Fee = \_\_\_\_\_

## **Cross Street Banners**



Molalla Avenue, south of Char Diaz Drive

- Is the banner a two-ply 22-ounce vinyl banner sheeting sewn together with a 1.5" border hem, or a commercial heat-sealed hem & wind slits?  Yes  No
- Is the banner(s) made of a durable material constructed to withstand wind pressure of 20 pounds per square foot of exposed surface?  Yes  No

Total Number of Cross Street Banners x Banner Fee = \_\_\_\_\_

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

\_\_\_\_\_  
Date

## Step #1: Review by Public Works Operations

Visit the Public Works Operations Division at 13895 Fir Street (first floor) M-Th from 7am to 4pm or online at <https://www.orcity.org/publicworks/engineering-services-fees> to obtain information about the banner program and to download documents needed to apply for banner installations. The applications may be made between two weeks and two months before the display period. The applicant shall demonstrate that the banner complies with all approval criteria in Chapter 15.28 of the Oregon City Municipal Code as well as the Policy for Cross Street Banners and Banners on Street Light Poles. Once approved, Public Works staff will notify the applicant and process the application to include the appropriate conditions and fees. The following must be submitted with this completed application:

- Completed banner application demonstrating the banner complies with the standards in chapter 15.28 of the Oregon City Municipal Code and this Policy including:
  1. A description of the signage material
- A Certificate of Insurance for a minimum of \$1 million for general liability naming the City of Oregon City, its officers, agents, and employees, as additional insured for the sign and include any other facility owners if applicable, including the State of Oregon (ODOT). **THIS APPLIES TO CROSS STREET BANNERS ONLY. THERE ARE NO REQUIREMENTS FOR PROOF OF INSURANCE FOR STREET LIGHT BANNERS.**
- For banners on street light poles, the applicant shall provide mark-up(s) of the City's Banner Location Map(s) (available on the city's website at the link provided above) identifying the specific poles the banners are desired to be displayed on.

## Step 2: Pay for the Permit at the ROW Permit Desk

Once the application has been approved, payment for the applicable banner fees can be submitted to the Public Works Engineering Counter, located at 13895 Fir St (second floor), M-Th from 9:00 am to 4:00pm. You may also call the Engineering Department with payment at 503-657-0891; Please ask for the Permit Desk.

## Step 3: Provide Banners to Public Works Operations

Once permit is issued, the applicant shall provide the banners(s) to the Public Works Operations Division for installation at least one (1) week prior to installation. The City will install the sign(s) per the approved permit.

- Banner(s) and all support/attachment material for each banner as required.

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**The City will accept banner permit applications on a first come, first served basis.** During a banner deployment, should the banner become damaged or impaired to a point that the Transportation Maintenance Supervisor determines that the banner poses a hazard to the commuting public or will interfere with operational or safety conditions, the banner shall be removed and returned to the applicant. If there is remaining time within the contract period, the applicant will be allowed to provide a replacement banner for the remainder of the contract period. No additional fee will be incurred for the removal or redeployment of the replacement banner. The City will remove the banner(s) and make the banner(s) available for retrieval by the applicant within two weeks of removing the banner. If the banner(s) are not retrieved by the banner owner within thirty (30) days, the removed banner(s) will be discarded.

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