



CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone (909) 864-6861 FAX: (909) 862-3180

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

STREET BANNER PERMIT APPLICATION

I. Procedures

All requests to hang banners must be approved by the City Manager, or his designee, and may be subject to the approval of the City Council.

II. Conditions for Installation

1. Street Banner Permits are issued to non-profit organizations, or for civic, cultural or charitable events only (or others as determined by the City) located in or operation within the City of Highland. No political banners or commercial advertising is permitted.
2. A Street Banner Permit Application signed by an official representative of the sponsoring organization must be submitted for approval by the City Manager or his designee. The Application must be accompanied by a current Certificate of Insurance from the City's designated Sign Contractor naming the City of Highland as an additional named insured.
3. The sponsoring organization is responsible for making the necessary arrangements and paying any applicable costs for putting up and removing the Banner with the City's designated Sign Contractor. The sponsoring organization shall be responsible to have the City's designated Contractor repair/replace the Banner at no cost to the City should it break loose from the cable or other mounting hardware. The City will maintain all structural supports, as well as the cable and any devices for attaching the Banner.
4. The Banner must hang no lower than 17 feet above the roadway and must meet the Banner mounted specifications established by the City.
5. The Banner may be displayed no more than 20 days prior to the event and must be removed within two days of the close of the event. In the case of two or more Applications being submitted for the same display date, the Applicant who submitted his/her Application first shall be considered first by the City. The City reserves the right to remove any Banner that is not displayed according to these time frames and will bill the sponsoring organization for the cost of removal of the Banner.



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FEE: \$75.00

ORGANIZATION'S NAME: _____

REPRESENTATIVE: _____

ORGANIZATION'S STREET ADDRESS: _____

ORGANIZATION'S TELEPHONE NUMBER(S): _____

NAME AND PURPOSE OF EVENT: _____

PROPOSED DATE OF EVENT: _____

PROPOSED DISPLAY DATE(S): _____

PROPOSED COPY OF BANNER: _____

PROPOSED SIZE OF BANNER: (May not exceed 3' in height or 30' in length)

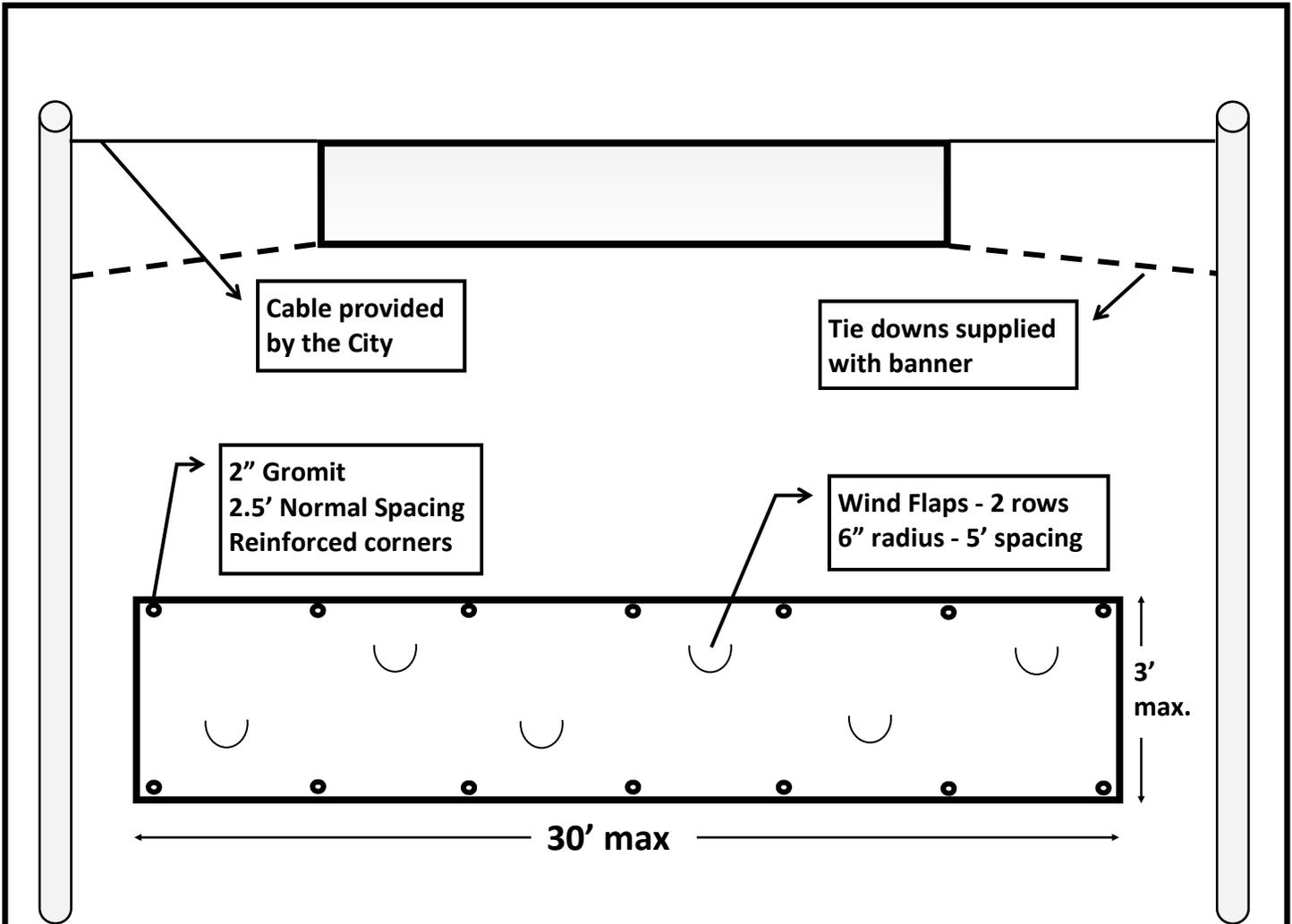
Height: _____

Length: _____

Please submit this For at least two weeks prior to the proposed Banner installation date. Please include a copy of the Insurance from the City's designated Sign Contractor naming the City of Highland as an additional named insured.

CITY APPROVAL BY: _____

DATE: _____



STREET BANNER SPECIFICATIONS

1. Street banners are to be 3' x 30' maximum.
2. Minimum weight of canvas, 12 ounce, No. 10 Duck, vinyl laminate.
3. Grommets shall be provided along the top and at each corner of the banner.
4. Banner shall have reinforced corners.
5. Minimum 1/4" hemp sewn around the perimeter of the banner.
6. Tie-downs shall be a minimum of 3/8" nylon rope.
7. Snap harness hook shall be used along the top and bottom using a 2.5' normal spacing.
8. Banner shall have two rows of 6" radius wind flaps (staggered) using 5' normal spacing.

CITY OF HIGHLAND BANNER MOUNTING STANDARD

