



## BANNER PERMIT APPLICATION

Revisions that affect the banner permit applicant as of January, 2014, include:

Steps that must be taken by the applicant to initiate a banner request are:

- Advance reservations will be accepted no sooner than twelve (12) months prior to the requested banner installation date.
- Phone or Walk-in. 1001 9<sup>th</sup> Ave. 350-9355 to check availability of time of request.
- A banner permit application must be submitted and payment must be made at the time of reservations.
- Refunds for cancellations will be granted up to one (1) month prior to the installation date. Written requests for refunds are required.
- Banners with political or commercial advertising will not be accepted.
- Banner construction specifications including sizes, attachment equipment, etc., are attached
- Banners shall be delivered to the Traffic Division (1300 "A" Street) five (5) working days prior to installation. All banners shall be picked up within five (5) working days of scheduled removal.
- If 2 Banner request are received on the same day a drawing may need to be conducted before approval is received.

See attached diagrams and specifications.

### BANNER PERMIT APPLICATION

DATE \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_ OFFICE TELEPHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

Requests the Greeley Public Works Traffic Division to hang a banner at \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Banner must meet specifications as set forth by the City Of Greeley.

SIGNATURE OF APPLICANT \_\_\_\_\_

APPROVED – PUBLIC WORKS \_\_\_\_\_

Call the Traffic Division, 350-9355, before delivering the banner.

Please submit narrative/content and design of banner on blank banner below.