



BANNER PERMIT APPLICATION

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

- Advanced Reservations will be accepted no sooner than twelve (12) months prior to the requested banner installation date.
- Phone 970-350-9355 or Walk-in 1300 A Street, Suite H to check availability.
- A banner permit application must be submitted and payment made at the time of reservation.
- \$325 will be the charge for a 2 week period. If only one week is available the price will be prorated.
- Refunds or cancellations will be granted up to one (1) month prior to the installation date. Written request for refunds are required.
- Banners with political or commercial advertising will not be accepted.
- Banner construction specifications including size, attachment equipment, etc. are attached.
- Banners shall be delivered to the Traffic Division (1300 A Street, Suite H) five (5) working days prior to installation. All banners shall be picked up within five (5) working days of scheduled removal.
- Banners are hung and removed on Mondays.
- If two (2) banner requests are received on the same day a drawing may need to be conducted before approval is received.

See attached diagram and specifications.

DATE: _____

NAME OF ORGANIZATION: _____

DATE(S) OF EVENT: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____ PHONE NUMBER: _____

Circle One

Requests the Greeley Public Works Traffic Division to hang a banner on: 10th Street -OR- 8th Avenue

FROM: _____ TO: _____

BANNER MUST MEET SPECIFICATIONS AS SET FORTH BY THE CITY OF GREELEY.

SIGNATURE OF APPLICANT: _____

APPROVED - PUBLIC WORKS: _____

Call the Traffic Division, 970-350-9355, before delivering the banner.

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