

# City of Sylvania

## STREET BANNER APPLICATION/PERMIT

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

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Explanation of the Qualifying Event\*: \_\_\_\_\_

\_\_\_\_\_

Dates of Event: \_\_\_\_\_

Installation & Removal Dates of Banner: \_\_\_\_\_

[maximum four (4) weeks]

Banner Location:    \_\_\_ Monroe Street           Fee: \$100.00 (Installation by Applicant)

                          \_\_\_ Main Street           Fee: \$700.00 (Installation by City of Sylvania)

Text of Banner: \_\_\_\_\_

\_\_\_\_\_

Company Installing Banner (Monroe Street Only): \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Insurance on File: \_\_\_\_\_

Edison Approval: \_\_\_\_\_

City Approval: \_\_\_\_\_

**The banner and installation shall meet the attached specifications.**

- \* The purpose of the banner installation shall be one of the following reasons:
- a. A Sylvania charitable or civic event.
  - b. Banners may not be installed for private commercial or political gain.

**CRITERIA FOR STREET BANNER PERMIT:**

Section 1166.07 (h)(2)(A.) of the Sylvania Codified Ordinances

- A. The bottom of the banner must be mounted at least eighteen feet (18') above the roadway, or in accordance with the latest National Electrical Safety Code and/or local safety codes.
- B. Provisions must be made for air escapement and should be at least thirty-five percent (35%) of the total banner area.
- C. The Monroe Street banners must have a minimum of four (4) "tie downs," which shall be of non-conducting material. The Main Street banners must have grommets spaced every 20" across the top of the banner and also at the bottom corners as "tie downs" which shall be of non-conducting material.
- D. The installation shall be made in a professional manner.
- E. The City of Sylvania will perform inspections of the banner installations and reserves the right to remove the banners anytime for the matter of safety and health and public welfare.
- F. The fee for obtaining the permit to install the banners shall be set at:  
Monroe Street \$100.00 (Installation by Applicant)  
Main Street \$700.00 (Installation by City of Sylvania)
- G. The Council of the City of Sylvania will review and grant permission to install banners on an application-by-application basis.
- H. **The purpose of the banner installation shall be one of the following reasons: a Sylvania charitable or civic event.**
- I. **Banners may not be installed for private commercial or political gain.**
- J. The organization shall procure and maintain during the term of banner installations at their own expense the following insurance:
  - 1. Commercial General Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence, One Million Dollars (\$1,000,000.00) annual aggregate;
    - a. The City, along with the Company, its officers, agents, and employees shall be named as an additional insured.
- K. An ACCORD Certificate of Insurance Form 25-S and a copy of the above endorsement shall be filed with the City's Clerk of Council at the time the organization obtains the application/permit. The Certificate shall contain a provision that coverage afforded under this policy shall not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City. The organization shall thereafter maintain current with the City both the Certificate and Endorsement until such time as the encroachment shall be terminated.
- L. The organization, their successors and assigns agree to defend, hold harmless and indemnify the City of Sylvania officials, officers, agents, and employees against any and all loss, damage, claims or expense whatsoever by reason of injury (including death) to any person or property arising in any manner or under any circumstances whatsoever from the use, occupancy, operation or other activities by which the organization in connection with the banners whether said injury or damage is suffered by the organization, their agents, subcontractors, vendors or employees or any other person whomsoever who seek to hold the City, its officials, agents, and employees liable.