



CITY OF SHELTON
BANNER PLACEMENT PERMIT
525 West Cota Street, Shelton, WA 98584
(360) 426-9731 - Office (360) 426-7746 - FAX

APPLICATION MUST BE MADE A MINIMUM OF 30 DAYS PRIOR TO PLACEMENT

Date of Application: _____

SPONSORING AGENCY

Sponsor: _____

Contact: _____

Address: _____

Phone: _____

EVENT (DESCRIPTION OF EVENT/TYPE): _____

BANNER INFORMATION (See attached for banner requirements)

Banner Height: _____ Banner Width: _____ Material: _____
(Refer to page 5. for banner size requirements.)

Number of banners to be placed: _____

Location(s) of banner placement (see attached for permitted locations):

1. _____
2. _____
3. _____

Event Dates:

From: _____ To: _____

Duration of banner placement (dates):

From: _____ To: _____
(Note: Duration restricted to 15-days only. Placement/removal shall only occur on a week day.)

CITY ASSISTANCE REQUESTED

No banners shall be attached to public facilities without a valid permit and prior notification of the City of Shelton, Mason County PUD No. 3, and Washington State Department of Transportation (WSDOT) for State Route 3 location. All banners attached to public facilities shall be placed and removed as authorized to do so by Mason County PUD No. 3.

Contact for the City of Shelton shall be through the Community and Economic Development (CED) Department at telephone (360) 432-5132. The contact for Mason County PUD No. 3 shall be the Executive Assistant / Records Supervisor at telephone (360) 432-5995.

Instructions shall be provided by Lynn Eaton, Mason County PUD No. 3, for delivery, placement, and pickup at a minimum of five working days prior to the date of desired placement of the banner(s). Any banners found to be in violation of this permit will not be placed, and the permit shall therefore be voided.

APPROVAL OR DISAPPROVAL

Approve Disapprove

Community & Economic Development

Date

**SPECIAL ACKNOWLEDGEMENT, RELEASE AND AGREEMENT
OF INDEMNITY FOR STREET USE OF BANNER PLACEMENT**

It is fully understood and acknowledged by the undersigned that the _____

Sponsored by _____

Will be conducted along public streets and across street intersections.

We understand that banners cannot contain any form of commercial advertising, political, religious content and/or solicitation. Any deviation once the permit is approved must be resubmitted for review and approval by the City of Shelton. Banners found to be in violation of the approved permit will not be placed, and the permit voided.

With full knowledge of these matters, the undersigned, as sponsor, hereby releases, indemnifies and holds harmless the City of Shelton, Washington, its officers, employees and agents, from and against any and all claims for damage to person, including death, or property of whatever nature arising out of, or in any connected to the installation and maintenance of the banner for the aforementioned event, including injury or death to such participant.

Date: _____

Name of Sponsor: _____

Address of Sponsor: _____

Signature of Authorized Agent: _____

BANNER REQUIREMENTS

Applicant Qualifications:

Non-Profits including Fraternal, Charitable, Civic or Veteran's Organizations.

Message Purpose:

Bring awareness to Civic/Community Events, Fairs, and Festivals.

General conditions for banners are:

- Banner shall not detract from or block traffic signs or signals.
- Banner shall not be a nuisance to drivers or pedestrians thereby, causing a dangerous situation.
- Most light and signal poles are not designed for lateral stresses, and therefore will not be allowed to support banners.
- All banners must have a minimum of six (6) wind vents to allow wind to pass through.
- Identify what the proposed banner is constructed of.

Acceptable locations for banners:

At this time, banners are only allowed in the following locations:

- First and Mill Streets (State Rt. 3) – WSDOT shall mail and require applicant's signature on State's Letter prior to banner placement. This normally occurs 10 days before actual banner placement.
- Olympic Hwy North
- 11th and Railroad Streets

Banner placement permit applications:

Banner applications shall not be accepted by the City of Shelton any earlier than Jan. 2nd for placement of that year unless banner(s) placement occurs in Jan. then the application needs to occur in Nov.

All banner placements within the City of Shelton right-of-way are subject to review and approval by the City through its Banner Placement Permit Application process. All applications must be received a minimum of thirty days in advance of the planned placement. All applications are on a first come, first served basis.

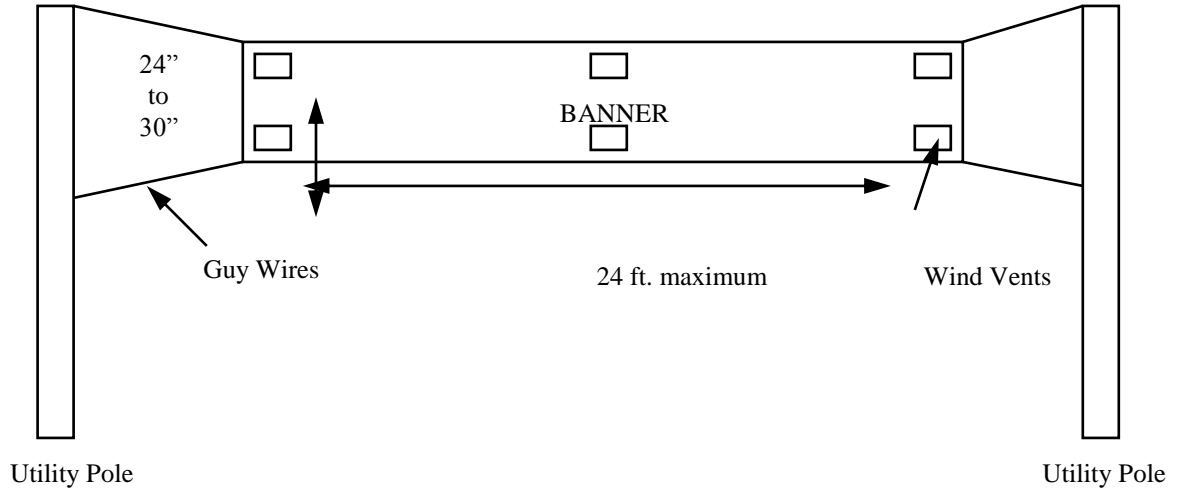
NO two organizations or separate events shall have their banners placed during the same fifteen day period.

Commercial advertising, political & religious content and/or solicitation prohibited:

To eliminate public controversy, any form of commercial advertising, political, religious content and/or solicitation will be prohibited.

The re-submittal identified above has been placed in your mailbox for review.

BANNER REQUIREMENTS



Notes:

1. Banner size shall be 24" min. to 30" max. in height and 24' max. in length.
2. All banners must have a minimum of six (6) wind vents to allow wind to pass through.
3. Stainless Steel or aluminum metal Grommets on each corner and spaced not more than 48 inches apart along top.
4. For approval of authorized installers to hang banners, contact Lynn Eaton, Executive Assistant / Records Supervisor, Mason County PUD #3 at (360) 432-5995.
5. To eliminate public controversy, any form of commercial advertising, political, religious content and/or solicitation will be prohibited.
6. Identify what materials will be used for the proposed banner.

DESIGN OF PROPOSED BANNER (IN BOX BELOW)

Provide dimensions, message, material and color content or Attach drawing of banner.