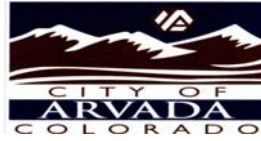


Date: \_\_\_\_\_



Permit Number

# POLE STREET BANNERS SIGN PERMIT

BUILDING INSPECTION DIVISION  
8101 Ralston Rd., Arvada, CO. 80002  
Office 720-898-7620 – Fax 720-898-7603

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Permit Application Process:

1. **Permit required:** No Pole street banner shall be installed within any public right-of-way without first obtaining a permit.
2. **Submittal:** An application for the installation of a Pole street banner shall be submitted to the Community Development Department at least thirty (30) days but no more than one hundred eighty (180) days prior to the community campaign or community event and/or activity to which it relates.
3. **Illustration:** Included with this application shall be a photograph, drawing, or other visual representation of the proposed banner, depicting the content and dimensions, along with a description of the material of which it is constructed.
4. **Location:** The application should include the proposed location of the banner, the date of placement and removal of the banner and written consent from the owner of the utility pole or other structure (if not the City) on to which the banner will be attached.
5. **Insurance:** Included shall also be evidence of a general liability insurance that names the city as additional insured. (See Section 6.17.7D.9 of the Land Development Code).
6. **Size & Number of banner:** Pole street banners shall be no larger than two and one half (2.5) feet high and eight (8) feet high, and must be mounted a minimum of eleven (11) feet and a maximum of twenty-five (25) feet above grade. Max of two (2) shall be attached to any one pole or fixture.
7. **Content of banner: Banners are limited to the following content: (A)** Banners announcing or promoting a community event and/or activity shall contain the name, date, and location of such event and/or activity. In addition the banner may contain the name(s), contact information, and/or logo of the sponsor(s), collectively limited to twenty percent (20%) of the banner's face; and non-verbal graphic design, images, or art relating to the event and/or activity. **(B)** Street banners which are a part of a community campaign shall contain only the campaign theme or associated slogan and/or related graphics.
8. **Duration of display:** Banners may be installed and displayed during a period beginning up to thirty (30) days prior to the advertised event and/or activity and ending seven (7) days after the conclusion of the event and/or activity. Banners which are a part of a community campaign may be displayed for an initial period of one-hundred twenty (120) days, which may be extended for an additional one-hundred twenty (120) days, so long as the banner is properly maintained. Any display period may be modified by the Community Development Director. Banners shall be removed seven (7) days following the approved display period.
9. **Installation and Maintenance:** The applicant shall be responsible for all cost associated with installation, maintenance and removal of the horizontal banner and any hardware necessary to display it. Any hardware necessary to display the banner shall be installed or removed by a licensed contractor approved by the City. Hardware installed on a utility pole or other approved structure within the public right-of-way shall become the property of the City and shall remain on such pole or structure after removal of the banner unless the City Traffic Engineer instructs the applicant to remove the hardware. The applicant shall be responsible for any damage that may occur the street banner, hardware, utility pole or other approved structure within the public street right-of-way utilized for display of the banner. The applicant shall immediately replace, repair, or clean, as applicable, any damaged or dirty banner.
10. **Payment of the Fee:** The applicant must pay the permit fee for a pole street banner

**11. Material & Hardware Standards:** (A) Street banners shall be professionally designed and constructed of canvas, nylon, or similar material, with appropriately-placed brass grommets, reinforced backing, and wind cuts as necessary, so as to be capable of withstanding the normal and reasonably expected forces of nature for the period of time such banners are to be displayed. (B) Any supporting hardware to be installed on the utility pole or other approved structure with in the public street right-of-way must be approved by the City Traffic Engineer. All brackets, clamps, and similar supporting hardware must be under laid with forty-five milliliter (45ml) thick rubber sheeting or other pre-approved material, so as to protect the paint or other surface finish of the utility pole or other approved structure. Any damage caused by the installation or presence of the banner on the utility pole or other structure, or by its presence upon City property, shall be the responsibility of the applicant to promptly repair.

Show Location of Street Pole Banner by indicating with: ●

Please describe how you will attach (hardware) the Banner to the pole or the structure:

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Date of Installation \_\_\_\_\_

Date to be removed \_\_\_\_\_

Display Extended to: \_\_\_\_\_

Number of Banners: \_\_\_\_\_

OFFICE USE ONLY  
APPROVALS

Community Development

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

THE ISSUANCE OF A PERMIT, ANY INSPECTIONS MADE OR CERTIFICATE OF OCCUPANCY ISSUED SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, NOR AN APPROVAL OF, ANY VIOLATION OF THE INTERNATIONAL BUILDING CODES OR ANY OTHER CODE OR ORDINANCE ADOPTED BY THE CITY OF ARVADA

BY SIGNING BELOW I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT ALL INFORMATION IS CORRECT AND AGREE NOT TO START THIS PROJECT UNTIL APPLICATION IS APPROVED AND THE SIGN PERMIT IS ISSUED. I ALSO AGREE TO COMPLY WITH THE LAWS OF THE STATE OF COLORADO AND TO THE LAND DEVELOPMENT CODE AND INTERNATIONAL BUILDING CODES AS ADOPTED BY THE CITY OF ARVADA AND AS APPLICABLE. ANY VIOLATIONS OF THESE TERMS WILL BE CAUSE FOR IMMEDIATE REVOCATION OF THIS PERMIT.

\_\_\_\_\_  
Applicant - Print Name

\_\_\_\_\_  
Applicant - Signature

\_\_\_\_\_  
Date

_____ Building Division Approval	_____ Date
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