



Street Banner Permit

Application Fee - \$100
\$50 per week

Official Use Only	
Date Rec'd	_____
File No.	_____
Fee	_____ Paid _____

The following information must be filled out in order to obtain a "Street Banner Permit" along with a certificate of liability insurance and any payments required.

All Banners must meet the criteria outlined in the City of Dallas Banner Specifications and Guidelines

To expedite the permit process, in a timely manner please call 503.831.3571, 60 days in advance to check banner pole availability. City staff will prepare required paperwork for ODOT applications.

Event Name:

Contact Person:

Phone Number:

Mailing Address:

Email Address:

Banner Installation
Date:

Banner Removal
Date:

BANNER PROVISIONS

The banner will be placed and removed by the City of Dallas Public Works Department.

Banners shall be either 3' x 30' - 0", 3' x 26' - 4", 3' x 22' - 8", 3' x 19' - 0", 3' x 15' - 4" in size. City to supply mounting equipment.

Placement duration: Limited to a display period of two weeks (14 calendar days) unless otherwise permitted. Banners will be installed and removed on Mondays.

A description of the banner, including a picture, drawing, and/or computer printout of the banner showing wording and dimensions.

Proof of insurance. ODOT and the City of Dallas must be named as additionally insured for \$1,000,000 liability insurance and there must be a 30-day written notice of cancellation.

All banners shall be vented.

Banners must be made from 18oz (min) vinyl material and constructed to withstand wind pressure of 20 pounds per square foot.

Banners shall be maintained in a neat, clean manner and in good repair.

Applicants Signature:

**GENERAL PROVISIONS / SPECIAL PROVISIONS
BANNER PERMIT**

"APPLICANT/PERMITEE SHALL BE RESPONSIBLE AND LIABLE FOR (1) INVESTIGATING PRESENCE/ABSENCE OF ANY LEGALLY PROTECTED OR REGULATED ENVIRONMENTAL RESOURCE(S) IN THE ACTION AREA; (2) DETERMINING ANY AND ALL RESTRICTIONS OR REQUIREMENTS THAT RELATE TO THE PROPOSED ACTIONS, AND COMPLYING WITH SUCH, INCLUDING BUT NOT LIMITED TO THOSE RELATING TO HAZARDOUS MATERIAL(S), WATER QUALITY CONSTRAINTS, WETLAND, ARCHEOLOGICAL OR HISTORIC RESOURCE(S), STATE AND FEDERAL THREATENED OR ENDANGERED SPECIES, ETC.; (3) COMPLYING WITH ALL FEDERAL, STATE, AND LOCAL LAWS, REGULATIONS, RULES AND ORDINANCES, WHETHER ENVIRONMENTAL IN NATURE OR OTHER, PERTAINING TO THE PROPOSED ACTION, AND OBTAINING ALL REQUIRED AND NECESSARY PERMITS AND APPROVALS.

IF APPLICANT/PERMITEE IMPACTS A LEGALLY PROTECTED/ REGULATED RESOURCE, APPLICANT/ PERMITEE SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH SUCH IMPACT, INCLUDING, BUT NOT LIMITED TO ALL COSTS OF MITIGATION AND REHABILITATION, AND SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS ODOT FOR SUCH IMPACTS AND BE RESPONSIBLE AND LIABLE TO ODOT FOR ANY COSTS OR CLAIMS THAT ODOT MAY HAVE.

NOTHING IN THIS PERMIT IS INTENDED TO GRANT RIGHTS OR IMPLY APPROVAL NOT FALLING WITHIN THE AUTHORITY AND JURISDICTION OF ODOT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE THE NEED FOR AND TO OBTAIN SUCH LICENSES, PERMITS OR OTHER FORM OF APPROVAL WHICH MAY BE REQUIRED BY OTHER STATE AGENCIES, FEDERAL AGENCIES, CITIES AND/OR COUNTIES OF OREGON, UTILITY OR RAILROADS. OAR 734-055-055.

GENERAL PROVISIONS

SHOULD TRAFFIC CONTROL BE NECESSARY FOR INSTALLATION, MAINTENANCE & REMOVAL IT SHALL BE ACCORDING TO THE CURRENT "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS," USDOT & ODOT MANUAL, "SHORT TERM TRAFFIC CONTROL HANDBOOK, DECEMBER 2011."

LIABILITY INSURANCE CERTIFICATE SHALL BE SUBMITTED TO THIS OFFICE PRIOR TO BANNER INSTALLATION(S).

CONTACT AN ODOT REPRESENTATIVE AT 541-757-4211 or 503-362-0457 IF PROBLEMS ARISE. CONTACT 9-1-1 IN CASE OF AN EMERGENCY.

ANY DAMAGE TO ODOT RIGHT OF WAY SHALL BE RESTORED TO THAT CONDITION PRIOR TO CONSTRUCTION AND TO SATISFACTION OF ODOT REPRESENTATIVE.

SPECIAL PROVISIONS FOR BANNERS
BANNER TO BE HUNG AND REMOVED BY THE CITY.

BANNER IS TO BE ERECTED SO THAT 20'-0" OF CLEARANCE WILL REMAIN BETWEEN THE ROADWAY ASPHALT AND THE AERIAL BANNER.

BANNER MATERIAL AND SUPPORT MUST BE MADE FROM DURABLE MATERIAL AND CONSTRUCTED TO WITHSTAND WIND PRESSURE OF 20 POUNDS PER SQUARE FOOT OF EXPOSED SURFACE.

THE BANNER(S) MAY CONTAIN THE NAME AND/OR LOGO, DATE AND TIME, AND GENERAL LOCATION OF THE EVENT. BANNERS MAY NOT INCLUDE ANY ADVERTISING, COMMERCIAL MESSAGE, BRAND OR PRODUCT NAME, OR OTHER INFORMATION ABOUT THE EVENT SUCH AS COST, DIRECTIONS, ETC.

THE BANNER IS TO ADVERTISE AN EVENT THAT IS:
SPONSORED OR ENDORSED BY A CITY, COUNTY, OR STATE AGENCY.
TWO WEEKS OR SHORTER IN DURATION AND OPEN TO THE GENERAL PUBLIC.
LOCATED WITHIN A FIVE MILE RADIUS OF THE EVENT.

THE BANNER(S) MAY NOT BE ERECTED OR MAINTAINED IF THEY:
INTERFERE WITH, IMITATE, OR RESEMBLE ANY OFFICIAL TRAFFIC CONTROL DEVICE OR ATTEMPT OR APPEAR TO ATTEMPT TO DIRECT THE MOVEMENT OF TRAFFIC; PREVENT THE DRIVER OF A MOTOR VEHICLE FROM HAVING A CLEAR AND UNOBSTRUCTED VIEW OF OFFICIAL TRAFFIC CONTROL DEVICES AND APPROACHING OR MERGING TRAFFIC; HAVE ANY LIGHTING, UNLESS SUCH LIGHTING IS SHIELDED TO PREVENT LIGHT FROM BEING DIRECTED AT THE HIGHWAY OR IS OF SUCH LOW INTENSITY OR BRILLIANCE AS NOT TO CAUSE GLARE OR TO IMPAIR THE VISION OF THE DRIVER OF A MOTOR VEHICLE; OR ARE OTHERWISE A TRAFFIC HAZARD.

PERMITEE, TO THE EXTENT PERMITTED BY THE OREGON CONSTITUTION AND THE OREGON TORT CLAIMS ACT, INDEMNIFY, DEFEND, SAVE, AND HOLD HARMLESS THE STATE OF OREGON, OREGON TRANSPORTATION COMMISSION AND ITS MEMBERS, DEPARTMENT OF TRANSPORTATION, ITS OFFICERS AND EMPLOYEES FROM ANY AND ALL CLAIMS, SUITS, AND LIABILITIES WHICH MAY OCCUR IN THE PERFORMANCE OF THIS ACTIVITY.

ADDITIONAL SIGNATURES ARE REQUIRED. LOCAL JURISDICTION. SIGNATURE REPRESENTS CITY APPROVAL FOR THE PLANNED EVENT, APPROVAL OF ALL ASSOCIATED PLANNED ACTIVITIES ASSOCIATED TO AND FOR THIS PERMIT.

CITY REPRESENTATIVE IS TO SIGN PAGE OF 3 THIS PERMIT, UNDER LOCAL GOVERNMENT OFFICIAL SIGNATURE, AND TO PROVIDE THE FOLLOWING CONTACT INFORMATION:

Jurisdiction: **City of Dallas Oregon**

Contact Name: **Michael Peirce**

Phone Number: **(503) 831.3578**

Mailing Address: **187 SE Court Street
Dallas, Oregon 97338**

Staff Signature:

Date:

APPLICANT'S SIGNATURE ACKNOWLEDGES APPLICANT HAS READ, UNDERSTANDS AND ACCEPTS ALL PROVISIONS

**Please return completed form to: Public Works Dept.
187 SE Court Street
Dallas, OR 97338
503.831.3559
megan.johnson@dallasor.gov**