

# Application for Over-the-Street Banner Permit

Once the application has been approved it will serve as a permit

Development and Public Works Department  
225 Fifth Street  
Springfield, Oregon 97477  
Phone (541) 726-3753

This application can be emailed to [jcastleman@springfield-or.gov](mailto:jcastleman@springfield-or.gov). You will need to come to NW Quad, City Hall to finalize application. The City reserves the right to revoke or modify an over-the-street banner permit at any time.



*(SMC 3.224 No structure or device shall be placed in, upon, over or under the public right of way unless the owner of such structure or device shall have received a placement permit authorizing the placement of such structure or device. Any violation of this provision shall be an infraction within the meaning of chapter 5 of this code.)*

### City Policy

Over-the-Street banners are only allowed for these following entities: Governmental entities, Special District organizations, Non-Profit organizations.

Banners **shall be permitted** to advertise only the following activities: Public service activity which provide benefits to the community as a whole, performing and visual arts, and scholastic activities sponsored by organizations which carry on general education activities. Banner may display the event name, event logo/trademark, event date and time, and general location.

Banners **shall not be permitted** to advertise the following: promote or be sponsored by any political candidate/party, religious or issue group, and be carried on for the purpose of earning a profit.

The Main Street Banner also requires an Oregon Department of Transportation application.

### Step 1-Applicant Information

Entity/Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Step 2: Description of Project

Banner approved

Banner design:

Submit the banner design with this application. You can email the banner design as a pdf or jpeg image to [jcastleman@springfield-or.gov](mailto:jcastleman@springfield-or.gov) or submit it as a document with this application. The City will review the design. Once the banner design has been approved the application will be processed to the next step. The applicant shall deliver the banner to Springfield City Hall, NW Quad, five (5) working days prior to the date the banner is to be hung.

Banner Message:

### Step 3: Location

Location approved

Choosing a location:

The applicant must first contact the City to confirm the availability of the location before moving to Step 4. Banner application reservations are on a first come, first serve basis. The Applicant cannot reserve dates until application is submitted.

Contact Judy Castleman, 541 736-7123, to request availability of the location.

Mohawk Street near G Street

Main Street at 9th Street

ODOT permit required for Main Street

### Step 4: Period of Use

Over-the-Street banners qualify for a 3 week hanging period for the Mohawk location and 2 weeks for the Main Street location. The hanging period starts prior to the event. The banners will be removed after the event's last day. It is the responsibility of the Development and Public Works Department, Operations Division to install and remove the banner as scheduled. The banner must be picked up by the Applicant at the Operations Division, 201 South 18th Street, (541 726-3761) within five (5) working days following the end of the display period.

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

### Step 5-Payment

Payment submitted

Your payment can be submitted to the Development and Public Works Department, SE Quad either by phone (541 726-3753) or in person.

Over-the-Street Banner Application and Permit Fee is \$159.00

### Step 6-Signature

Upon signing this application the Applicant agrees that it is the responsibility of the Applicant to retrieve the banner from the Operations Division no more than five (5) working days after the last day of the event. If the Applicant fails to pick up the banner the City may dispose of the banner and have no further responsibility.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Over-the-Street Banner Permit

City of Springfield Use Only

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_