



PERMIT NUMBER							
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801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.sammamish.us

## Banner Permit Application

### Incorporating Standards and Material Specifications

The City of Sammamish provides facilities for banner display by community-based groups. These facilities are a public resource and require advance application and payment of fees for their use to cover direct costs of banner installation and removal.

Please read this application and its attachments carefully. Initial each page (2-sided document) to indicate that you have read and understand the provisions of the banner policies, attach a photo or drawing of your banner, a copy of your IRS Section 501 not-for-profit or non-profit status designation (if applicable) and a check or money order to cover direct costs.

#### APPLICATION:

Organization Name:			
Mailing Address:	City:	State:	Zip:
Contact Person:			
Mailing Address:	City:	State:	Zip:
Contact Phone 1:	Contact Phone 2:		
Contact Email:			

	This organization is not-for-profit or non-profit organization per the IRS (sec 501 c or d).
	This organization is a government body.

Desired date of installation (Tuesdays ONLY) \_\_\_\_\_ Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Normally, the banner will be removed 2 weeks after its installation date.

This application is available for the following 2 banner locations:

**Please mark appropriate box:**

- 228<sup>th</sup> Ave NE in the SE 200 Block

	North Bound Lanes
	South Bound Lanes

**Applicant Initials** \_\_\_\_\_

Please Attach:

- Photo or drawing of proposed banner.
- Copy of IRS not-for-profit or non-profit designation, if applicable.
- Check or Money Order for \$183.00 for each banner at each site payable to the City of Sammamish. Banner fee will not be pro-rated

### **CERTIFICATION:**

I certify that the information I have provided is true and accurate to the best of my knowledge. I have read and understand the attached standards and material specifications regarding banners and I confirm that it is the intent of the organization I represent to meet these standards.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **BANNER STANDARDS**

#### Organizations that are eligible to use the banner facilities

General Standard: Community groups that are not-for-profit or non-profit and non-political or Government agencies are the generally-allowed users of the facility.

#### **Detailed Standard:**

- An organization promoting an event within Sammamish or within the immediate region that would provide civic, cultural, educational, philanthropic or service (including fund-raising for these purposes) opportunities to Sammamish citizens. (Example: Issaquah Salmon Days would be allowed if otherwise eligible);
- The organization must be community-based or one with a significant number of city-based members/participants;
- In order to be considered not-for-profit or non-profit, the organization must have attained this status with an IRS designation as a Section 501 (c or d) organization.

OR

- The event or message is City sponsored, to wit:
  - The event receives grant funds from the City;
  - The sponsoring organization has a contractual relationship with the City relating to the event;
  - The City is a member of the organization; and it is:
    - Not-for-profit or non-profit and non-political in nature;
  - Is the City, the County, the State or political subdivision of the state.

**Applicant Initials** \_\_\_\_\_

## **Interpretation:**

- A non-partisan educational or candidate forum, sponsored by any not-for-profit or non-profit group, such as the League of Women Voters, a local PTSA, the Chamber of Commerce, etc. is not a “political” event for the purposes of this policy.
- Advocacy regarding any position on an issue before a legislative, legislatively created body or judicial body, whether or not the issue is on a public ballot is not permitted.
- Information advising of a public meeting, hearing or other event before a legislative, legislatively created body or judicial body that is neutral on the merits of the issue being covered is permitted.

## **Standards for language, symbols or logos used on the banner**

General Standard: The city will establish standards for message content

Detailed Standard:

- The message has no political, religious or for-profit message. Not-for-profits and non-profits, including religious organizations, may use a banner for fundraising purposes. This provision shall not prohibit display on the banner of the name and corporate symbol of a sponsor of an event.
- The message is not offensive or inappropriate.
- Letter size, shall be not less than 12 inches in height. This includes event, organization, dates and places. Logo and sponsor names may be any height.
- Banners are not to be illuminated, have any attention-getting lights or to contain any wording or symbols similar to those found on official traffic control signs or devices. (RCW 46.61.075 and 47.36.180).

## **Banner Permit Fee**

The fees are based on the following:

- The banner fee is based on the cost of mobilization - the time to install and time to remove including needed traffic control resources. NOTE: Return calls or emergency removal due to banner failure would be additional costs based on time, equipment and materials. Emergency removal costs are NOT included in the banner permit fee—they are the responsibility of the sponsoring organization.
- The cost of additional liability insurance is not included in the fee. The City will provide the necessary insurance without fee.
- The cost of processing the permit application is not included in the fee. The City is providing this service without fee.
- The banner fee is per banner per site, each banner pole is a separate fee.

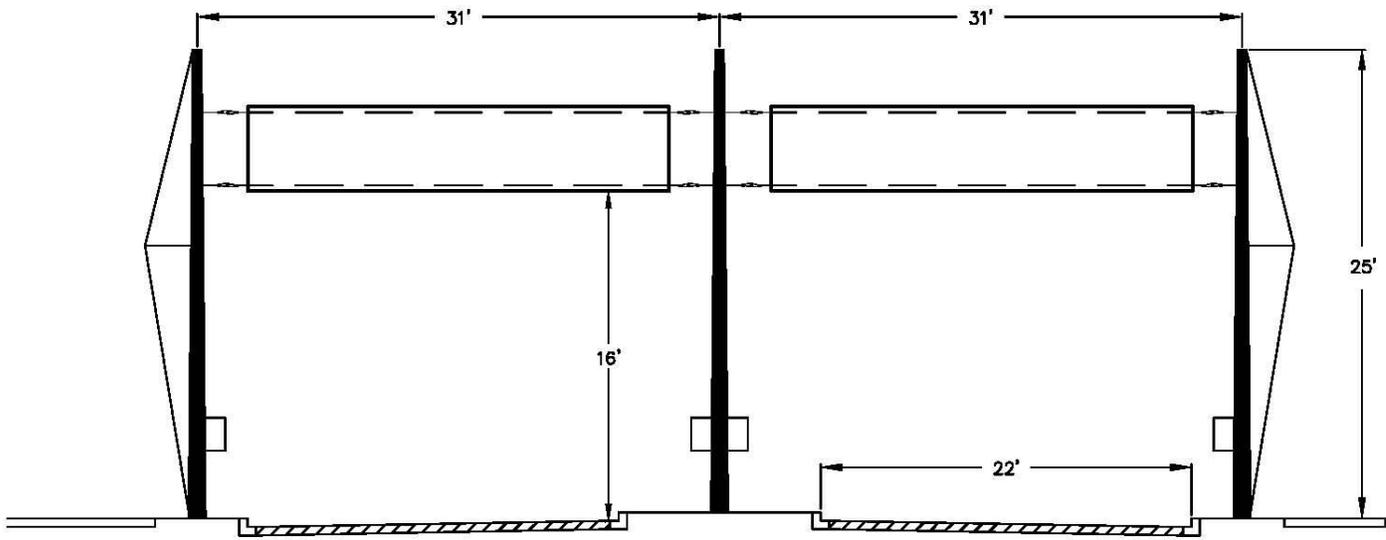
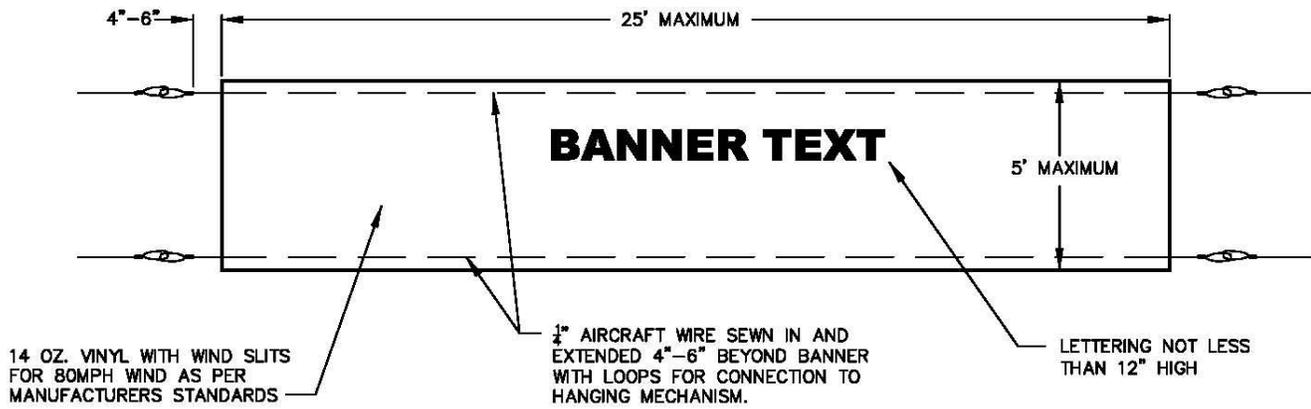
**Applicant Initials** \_\_\_\_\_

## Other Standards

Completed banner applications will be accepted no more than one year in advance of the posting date. There are no reservations for banners. Only when a complete application is submitted, accepted and the installation fee is paid will the space be scheduled.

- An organization, other than the City, is limited to not more than 5 banner postings per year. These postings can be in multiple locations when payment is made for each site. This standard may be waived if there is insufficient demand for the use of banner sites.
- Priority for display shall be determined on the basis of receipt of fully completed application and fee (first in time shall be first in line).
- Banners will be posted for up to 14 days. The banner installation will normally take place on a Tuesday with removal to be 2 weeks thereafter. Banners posted for less than 14 days incur the same banner fee.
- The Banner can be dropped off up to 14 days prior to installation, but no later than 1 week prior to installation.
- Banners must be picked up within 14 days of removal from banner pole.
- The City is not responsible for damage or destruction due to weather. Wind, ice and other factors are the sole risk of the applicant. The City has the right to remove banners if there is sufficient time to do so before an adverse weather event to protect the banner, the banner mechanism and the public. If this occurs the Fee will be not refunded.
- When the banner mechanism is broken or otherwise inoperable, the City will consider refund of the installation fee. All other risk is solely that of the applicant.
- The banner is to be dropped off at the City of Sammamish Maintenance & Operations Center located at 1801 244<sup>th</sup> Ave NE between the hours of 9:00am – 3:00 pm.

**Applicant Initials** \_\_\_\_\_



228th Avenue SE

**BANNER SIZING AND MATERIAL SPECIFICATIONS**

NOT TO SCALE

Applicant Initials \_\_\_\_\_ 4