



## ROADSIDE BANNER PERMIT APPLICATION FORM PR-47

The City's policy (Policy No. PR-47) is to only allow roadside banners that advertise non-profit or community events. Please review the Roadside Banner Policy attached to this form prior to submitting permit application. Applications are received and approved on an ongoing, first come first serve basis. Application must be received 30 days in advance of advertisement date and must include a copy of proposed banner.

**ORGANIZATION NAME:** \_\_\_\_\_ **NON-PROFIT ID:** \_\_\_\_\_

**POINT OF CONTACT:** \_\_\_\_\_ **PRIMARY PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **ALT PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**DATES OF DISPLAT REQUEST: (FROM)** \_\_\_\_\_ **(TO)** \_\_\_\_\_

**DESCRIPTION OF BANNER, INCLUDING DIMENSIONS, MATERIAL, WORDING, DESIGN:**

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### INDEMNITY AGREEMENT FOR ROADSIDE BANNER PERMIT

*In consideration of the City of Angleton granting a temporary sign permit (banner permit), permitting a sign to be erected adjacent to a public street or right-of-way, applicant hereby agrees to indemnify, defend, and hold harmless the City and all officers, employees, and agents of the City from and against all claims and lawsuits or damages caused by or related to the installation, display, and/or removal of said sign. In the event that the City of any officer, employee, or agent of the City is named in any lawsuit to which this indemnity agreement applies, and the City is served with or named otherwise received such notice of said lawsuit, the City shall notify the application, who shall promptly retain legal counsel satisfactory to the City to defend the City and any officer, employees, and agents of the City entitled to indemnification. In the event that the applicant fails to promptly retain legal counsel acceptable to the City, the City shall be entitled to retain legal counsel of choice to defend the City's interests. All costs of retaining such legal counsel shall be promptly reimbursed by the applicant to the City upon demand. The applicant shall further promptly pay any judgement or settlement made or entered against the City and any of its officers, employees, and agents of the City, hereunder and prior to any execution or enforcement thereof against the City.*

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEVELOPMENT SERVICES:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY MANAGER APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **ROADSIDE BANNER Policy Number PR-47**

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Revised Date: 11/12/2019

Effective Date: 01/01/2020

*Review Date: 01/2025*

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### **PURPOSE**

The purpose of this policy is to guide the approval, installation, duration, design and removal of roadside banners to ensure a consistent process is followed throughout the City.

### **POLICY**

The City of Angleton permits roadside banners in the area of Mulberry and Loop 274; only one banner at a time may be displayed at this location.

This use of roadside banners is limited to organizations that are advertising non-profit or community events that historically utilized over the road banners for marketing.

The City's Building Services Department shall consider and confirm reservations in the following priority:

1. City programs or events
2. City partnered events
3. City co-sponsored events
4. Other community programs

A roadside banner application shall be completed and submitted as outlined in this policy; all applications are subject to approval. Ample notice should be given to the City to ensure date availability and permits are obtained.

Unauthorized banners shall be removed by the city. Any costs associated with the removal of an unauthorized banner(s) is not the responsibility of the City. Banners hung by any persons other than the City Parks and Recreation Department shall be removed and not returned to their owner.

The period of banner display is limited to two (2) weeks prior to the event and two (2) working days after the event, unless otherwise approved by the City Manager or his/her designee.

Prior to any permit(s) being issued, the organization's primary officers, (i.e. president, secretary, treasurer) must sign the indemnity agreement attached to the application.

Roadside banners submitted are required to meet the Banner Requirements set out below. Those which do not meet requirements specified below are subject to be returned to the organization for correction.

## **RESPONSIBILITIES**

The roadside banner applicant is responsible for ensuring applicable TXDOT permits are obtained, the requested display dates are available, and banners meet specified requirements prior to completing a roadside banner application. The applicant shall agree to assume full liability and indemnify the City of Angleton for damage to persons or property arising from the display, installation, maintenance, or removal of the banner.

The Building Services Department is responsible for coordinating the Roadside Banner application process.

The City Manager, or designee, is responsible for approving all applications for roadside banners.

The Parks and Recreation Department is responsible for the installation, maintenance and removal of roadside banners.

## **BANNER DESIGN REQUIREMENTS**

Street banners are not to exceed fifty (50) square feet. Typical banners are four (4) feet high and twelve (12) feet in length.

All banners must be constructed of a durable fabric, or mesh, in order to withstand the elements and weathering.

Banners shall be perforated at least 10% of the total area to reduce wind resistance. This is accomplished by cutting small wind holes in the material. (Half-moon shapes are generally the least noticeable and are not as likely to rip the material in strong wind conditions). Banners that are ripped or torn by weather conditions are not the responsibility of the city and will be removed and not be replaced.

It is recommended that banners contain minimal information and use six (6) inch lettering so as not to create a safety hazard to motorists. Banners that do not meet the recommended letter size and are later determined to be a safety hazard shall be removed by the city and not replaced.

The banner must have grommets (metal eyelets) every two (2) feet along the length of the sign and at all four corners.

## **PROCEDURES**

### **Application and Approval**

A Roadside Banner Application Form may be obtained from the City of Angleton Building Services Department. The application shall be completed and returned no less than thirty (30) days prior to the requested installation date. The application form must include a description of the event including the purpose, an explanation of the event's benefit to the community, and the requested duration of time the banner should be displayed. All requests shall be coordinated using the priority criteria listed above under Policy.

Banner approval is not guaranteed. In the case of multiple applications for the same date, the City Manager, or designee may determine which banner is given priority.

One roadside banner design per event or activity may be hung for a maximum of fourteen (14) days. Requests for extension may be made in writing to the attention of the City Manager.

No commercial advertising is allowed except in the case where a sponsoring entity's name is part of the name of the event, in such case, no more than twenty-five (25) percent of each banner area will be used for the name and logo of the sponsor.

Final roadside banner design shall be approved by the City of Angleton prior to production and installation. Failure to ensure a banner design meets the city's specifications is not the responsibility of the city.

Once the dates are approved, all applicants will receive a confirmation notice of the approved banner display dates.

### **Installation, Maintenance and Removal**

Banner installation will begin and end on Monday mornings, except when a holiday falls on the Monday in which case the date for installation will be Tuesday.

All banners should be delivered to City Hall, 121 S Velasco, Angleton, TX 77515, fourteen (14) days (weekends excluded) prior to the installation date. Failure to meet the delivery deadline may result in cancellation of the installation. The date and time of installation shall be at the discretion of City of Angleton Parks and Recreation Department personnel and is subject to workload, weather restrictions, staff resources and equipment availability.

Banners provided to the City shall comply with the design requirements outlined herein and in ready-to-install condition. Upon banner drop off, City staff and/or the designated contractor will inspect the banner for appropriate design, hardware and wind holes. Banners that fail to meet the design requirements may result in the cancellation of the installation.

Banners may only be installed, maintained, or removed by City of Angleton Parks and Recreation Department.

Banners are to be picked up within seven (7) days of being removed. Banners left at the City of Angleton after seven (7) days shall be discarded or recycled.