

CITY of WATERVILLE

BANNER PERMIT GUIDELINES

Effective May 24, 2012
Sign Code Section 1315.09(d)

1. Banners must be 30” in height and may not exceed 10-feet in length. 3/8-inch (inside diameter) grommets must be provided in each corner and every 30-inches along the top and bottom of the banner. Grommets shall be located 1-1/2-inches from the edge of the banner
2. Banners will be displayed no more than once per month for up to fourteen (14) consecutive calendar days.
3. Messages on banners are strictly limited to activities related to community non-profit organizations serving Waterville. Messages related to political issues, candidates for elective office or commercial advertising are not permitted. Other prohibited messages include those that are personal (Happy Birthday, Happy Anniversary, etc), illegal, sexually explicit, offensive or obscene, or those that violate equal opportunity, anti-discrimination or harassment laws. The City reserves the right to reject a banner with inappropriate content, at the sole determination of the City.
4. A completed Banner Application & Permit form must be received at the Waterville Municipal Building, 25 North Second Street, 419-878-8100, at least five (5) working days in advance of the first day a banner is to be displayed.
5. Applicants must deliver banners to the Waterville Municipal Building, 25 North Second Street, between 8:00 AM and 4:30 PM at least two (2) working days in advance of the first day the banner is to be displayed. All banners will be installed by the City.
6. Banner permits will be accepted on a first-come, first-served basis for the four locations available: Conrad Park, Anthony Wayne Trail (North), Anthony Wayne Trail (South) and Pray Park. Permits will be accepted one year in advance by the month. As an example, a banner permit for a week in March 2012 could be submitted anytime after March 1, 2011.
7. There is currently no fee for a banner permit.
8. After the display period, banners should be picked up from the Municipal Building between 8:00 AM and 4:30 PM within two (2) working days unless the banner is approved for monthly display. The City is not responsible for banners not picked up within this limit.

CITY OF WATERVILLE
BANNER APPLICATION & PERMIT

Municipal Code Section 1315.09 (d)

PLEASE PRINT

Name of Sponsoring Group/Organization _____

Sponsor's Authorized Representative _____

Title _____ Phone Numbers _____ Daytime _____
Evening _____

Address _____
Number Street City State Zip

Banner Location: Conrad Park _____ AW Trail (North) _____ AW Trail (South) _____ Pray Park _____

Text of Banner: _____

Date to be Mounted: _____ Date to be Removed: _____

The Applicant hereby acknowledges receipt of the Banner Permit Guidelines. The Applicant agrees that in consideration of the granting of the requested permit, the City of Waterville will be held harmless from any and all liability and damages, the Applicant will comply with said guidelines and that all statements made herein by the Applicant are true and correct.

Signature of Sponsor's Authorized Representative Date _____

PERMIT

Reviewed and Recommended by: Director of Public Works: _____ Date: _____

Zoning Inspector: _____ Date: _____

APPROVAL

Permit No. _____

Municipal Administrator: _____ Date _____

Other Conditions: _____
