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City of Springfield

Application for Light Pole Banner Permit

Once the application has been approved, a permit will be issued

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

This application can be emailed to DPW@springfield-or.gov. You will need to complete the application, then email, or print and bring to Development and Public Works, City Hall, NW Quad, ATTN: Judy Castleman.

(SMC 3.224 No structure or device shall be placed in, upon, over or under the public 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

Light Pole banners are only allowed for these following entities: Governmental entities, Special District organizations, Non-Profit organizations. The fee for the permit is $100 per application, plus a 5% technology fee, for a total of $105.

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. Banners may display the name, slogan, advertising, logo or trademark of any sponsor of the activity.
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 locations also requires an Oregon Department of Transportation application. This is provided with this application.

Step 1: Applicant Information

Applicant: _____ Phone: _____

Email Address: _____

Project Supervisor: _____ Phone: _____

Installer: _____ Phone: _____

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 Niel Laudati or submit it as a document with this application.
The City Manager's Office will review the design. Once the banner design has been approved the application will be processed to the next step.

Banner Message:

Step 3: Location

☐ Location approved

Choosing a location:
The applicant must first review the available locations for the time period desired. See zone maps on Springfield's website under Online Permits and Forms for each zone of banners. Call Judy Castleman, 541 736-7123, to confirm the availability of the location before moving to the next step.

☐ Zone 1-Gateway Street and Harlow

☐ Zone 2-Gateway and Beltline

☐ Zone 3-Martin Luther King Parkway

☐ Zone 4-Main Street-Downtown — ODOT Permit Needed

☐ Zone 5-60th Street and Main Street — ODOT Permit Needed

Step 4: Period of Use

☐ Date approved

All Light Pole banner zones qualify for a 28 day hanging period, which starts prior to the event. The banners must be installed during the work week preferably daylight to 7 a.m. and removed on the last day of the permit. It is the responsibility of the applicant to remove the banners as scheduled. The Applicant/Installer is responsible to leave the condition of the city infrastructure in the same condition as before installation.

From Date: _____ To Date: _____

Removal Date: _____

Step 5: Proof of Insurance

☐ Proof of Insurance submitted

(SMC 3.210(1) Before the issuance of any permit under this article, the public works director shall require the applicant: (c)To carry public liability insurance sufficient in the judgment of the director to save the city and its employees harmless against any injury or damage resulting from the acts of the applicant related to conduct of the work;)

Please email jcastleman@springfield-or.gov a copy of the insurance policy. You will need to list both the City of Springfield and ODOT, when applicable, as insured. The Policy will need a minimum of $2,000,000 coverage limit; 1,000,000 per occurrence and 1,000,000 for umbrella.
Any questions please call Tom Mugleston, Human Resources, Risk Manager, 541 726-3724.

Step 6: Traffic Control Plan

☐ Traffic Control Plan submitted

Directions: You will need to submit a Traffic Control Plan in order to install the banners on the Light Poles. The Traffic Control Plan will need to be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and Oregon's Temporary Traffic Control Handbook.

Traffic Control Plan Form

Traffic Control Plan Criteria for City of Springfield Traffic Control Plan Submittals

Plan Submittal requirements:
Submit your Traffic Control Plan (TCP) with the following information on 8.5"x11" or 11"x17" paper. The TCP shall be a legible hand drawing, or a computer aided design with the following information:

> A vicinity map:
> That includes the north arrow, road names, intersection/driveway access points, curb lines, the work zone, and any special features such as buildings, access points, sight obstructions, that could affect the TCP.
>
> Location:
> Where will the TCP be active? This can be a line drawing of the work zone(s) and/or a map that clearly indicates where traffic control devices will be placed, including spacing and cone tapers.

Include attachments of the appropriate traffic control diagram(s) as shown in the current MUTCD and/or the ODOT Oregon Temporary Traffic Control Handbook that reflect the work zone may be included as a standard reference. ODOT's Traffic Control Handbook website.

Step 7: ODOT permit application

☐ ODOT application submitted

If you are putting banners in Zone 4 or Zone 5.
You will need to submit the ODOT permit application as an original document with signature to Judy Castleman. The City will process the application to ODOT for review.

Step 8: Signature

Hold Harmless Statement: (SMC 3.210(1)(b) Before the issuance of any permit under this article, the public works director shall require the applicant: To agree to defend, indemnify and hold harmless the city from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under said permit)

Signature: _____ Date: _____

Print Name: _____

Step 9: Fee Payment

☐ Payment submitted

Once your application is approved you will need to submit payment and pick up your permit. Your payment can be submitted either by phone (541 726-3753) or in person to the Development and Public Works Department, SE Quad.

Light Pole Banner Application and Permit fee--$100 plus a $5 (5%) Technology Fee, which will be applied to the total cost of the permit for processing the application.

City of Springfield

Light Pole Banner Permit

The permit be issued only after the application is reviewed and approved by all parties; Traffic section, ODOT, City Manager's Office, and Operations.

City Staff Signature: _____ Date: _____