

# Application for Light Pole Banner Permit

*Once the application has been approved, the permit will be issued.*

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

Complete this application and email to:  
[permitcenter@springfield-or.gov](mailto:permitcenter@springfield-or.gov)  
The City reserves the right to revoke or modify a light pole banner at any time.



*(SMC 3.224 No structure or device shall be placed in, upon, over or under the public way unless the owner of such a structure or device shall have received a placement permit authorizing the placement of such a 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 and nonprofit organizations. The fee for the permit is \$122.15 per application, plus a 5% technology fee, for a total of \$128.25.

Banners shall be permitted to advertise only the following activities: public service activities, 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 event name, event logo/trademark, event date, event time and the general location.

Banner shall not be permitted to advertise the following: advertising, promotion or sponsoring any political candidate/party, promotion of any religious or issue group or anything for the purpose of earning a profit.

---

## **Step 1: Applicant Information**

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

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

Project Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

---

## **Step 2 Project Description**

### **Banner design:**

Submit the banner design with this application. You can e-mail the banner design as a PDF or a JPEG image to; [permitcenter@springfield-or.gov](mailto:permitcenter@springfield-or.gov) or submit it as a document with this application. Once the banner design has been approved the application will be processed to the next step.

**Banner Message:**

### Step 3: Location

#### Choosing a Location:

The applicant must first review the available locations for the time period desired. See zone maps of the City of Springfield's website <http://www.springfield-or.gov/>, under on-line permits and forms for each zone of banners. Call Development & Public Works, (541)726-3753, to confirm the availability of the location before moving to the next step.

Zone 1- Gateway St. and Harlow Rd.

Zone 4- Main St. and Downtown

Zone 2- Gateway St. and Beltline

Zone 5- 60th St and Main St.

Zone 3 Martin Luther King Parkway

---

### Step 4: Period of use

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 p.m. Remove them 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 as before installation.

Install Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

---

### Step 5: Proof of Insurance

*(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;)*

Email a copy of the insurance policy to [permitcenter@springfield-or.gov](mailto:permitcenter@springfield-or.gov). 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

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. For operations that will require a TCP outside the operational limits of the OTTCH a TCP shall be prepared and stamped by a Professional Engineer licensed in the State of Oregon. Depending on the scope of work The City of Springfield may also require a TPAR.

Traffic Control Plan Form Click [Here](#)

Traffic Control Plan Example Click [Here](#)

#### 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:

Including the north arrow, road names, intersection/driveway access points, curb lines, the work zone, and any special features such as buildings, access points and 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 and may be included as a standard reference. ODOT's Traffic Control Handbook website.

Upon approval of application Applicant acknowledges responsibility for TCP.

---

## Step 7: 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 8: Fee Payment

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.

City Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

---