



City Of Springfield

# 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

Submit this application, banner design, proof of insurance, and traffic control plan via email to: [QTuia@springfield-or.gov](mailto:QTuia@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 \$136.00 per application plus a 7.5% administrative fee.

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.

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

## APPLICANT INFORMATION

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

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

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

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

## LIGHT POLE BANNER DESIGN

Submit the banner design as a PDF or a JPEG image to [QTuia@springfield-or.gov](mailto:QTuia@springfield-or.gov) with this application.

**Banner Message:**

## LIGHT POLE BANNER LOCATION (select the location)

Applicants must first review the available locations for the desired time period. To view the Light Pole Banner Zone Maps [click here](#) or call Development & Public Works at (541) 726-2289 to confirm availability of the location before moving to the next step.

- Zone 1- Gateway St. and Harlow Rd.
- Zone 3 Martin Luther King Parkway
- Zone 5- 60th St and Main St.
- Zone 2- Gateway St. and Bellline
- Zone 4- Main St. and Downtown

## 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. It is the responsibility of the applicant to remove the banners as scheduled. The applicant/installer is responsible for leaving the city infrastructure in the same condition as it was prior to installation.

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

## 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;)*

Both the City of Springfield and ODOT must be listed, when applicable, as being 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 Jamie Iboa, Human Resources Risk Manager at (541) 726-3724.

## TRAFFIC CONTROL PLAN

A Traffic Control Plan must be submitted and approved to install the banners on the Light Poles. The Traffic Control Plan must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and Oregon's Temporary Traffic Control Handbook. For operations that 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 the 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-generated 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](#).

## PAYMENT

**Light Pole Banner Permit Fee \$136.00 + 7.5% administrative fee.** Call to pay over the phone at (541) 726-2289.

Upon approval of application Applicant acknowledges responsibility for TCP.

**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: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Banner Approved       ODOT Approved       Location/Dates Approved       Payment Received

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Springfield Light Pole Banner Requirements



**FEES.** Light pole banners will have the following associated costs:

- A one-time fee of **\$136.00** will be charged for the application **plus** a 7.5% administrative fee, which will include the allotted time period the banner will hang (up to **28 days**).
- Additional days will need prior approval by City staff and there will be **an additional** cost per day.
- Fees are due with the application. Refunds are available up to two months before the banner installation, **less a \$20** processing fee. After this date, no refunds will be issued.
- If a banner must be removed by the City for any reason, the applicant will be charged a minimum removal fee of **\$125**.

**SPECIFICATIONS.** All light pole banners must meet the following specifications and requirements:  
13 oz/Sq. Yard, 17 mil, flexible, polyester scrim banner yarn 1000 x 1000 Denier

## Beltline – 33 poles

- 2' wide x 6' height: 1.33 sy = 17.33 oz
- Maximum weight is 3 lbs.

## Main Street – 20 older poles

- 32" wide x 60" height: 1.48 sy = 19.25 oz
- Maximum weight is 3 lbs

## Main Street – 22 newer poles

- 17" wide x 36" height: .47 sy = 6.14 oz
- Maximum weight is 3 lbs

## **LOCATION**

- No banner will fall below 8 ft. above public right-of-way

## **COMPOSITION**

- Banners must be constructed using vinyl, canvas, or nylon
- Wind cuts are required to reduce the tendency of a banner to billow or sail

## **Light Pole Banner Requirements**

**INSTALLATION/REMOVAL.** The following requirements apply to the installation of hanging pole banners:

- Applicants are responsible for installing and removing their banners in accordance with their approved scheduled dates.
- The applicant must provide the City with the name of the certified banner installer or installation company at the time of the application for review.
- Banner installers must have written permission from the City prior to installing or removing banners in the public right-of-way.
- All costs associated with the installation are not included in the application fee and will be charged to the applicant by the installer. Any needed maintenance or repair costs to the banner while hanging is also the responsibility of the applicant.
- Banners must be removed by the last day of the approved schedule by the certified installer. If the City has to remove the banner for any reason, all removal fees will be charged to the applicant.
- Installation and removal are limited to daylight hours and restricted during peak traffic times of 7:00 a.m. and 3:30 – 5:30 pm.