



**OVER THE STREET BANNER APPLICATION**

*The City reserves the right to revoke or modify an over-the-street banner permit.*

**Banners are only allowed for Governmental entities, Non-Profit and Special District organizations.**

Banners **shall be** permitted to advertise only the following: 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 educational activities.

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.

**APPLICANT INFORMATION**

Entity/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DESCRIPTION OF PROJECT (see reverse for banner specifications)**

**Main Street Single Side Banner ONLY / Mohawk Double-Sided Banner Required**

- \* Banner may display the event name, event logo/trademark, event date & time, and location.
- \* Submit your banner design including the banner specifications with this application (see backside)
- \* Email the banner design and the application as a .pdf to [QTuia@springfield-or.gov](mailto:QTuia@springfield-or.gov)
- \* After approval and payment is made, you must deliver the banner, five(5) working days prior to the date the banner is to be installed. Deliver to Operations Division 201 S. 18th St. (541) 726-3761

**BANNER LOCATION (select the location)**

Banner reservations are on a first come, first serve basis. Applications are only accepted within the same year as the installation date. The dates are not reserved until the application is approved and paid for.

Main Street @ 9th Street - **2 week time period only (ODOT approval is required, the City will process)**

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Mohawk Street @ G Street - **3 week time period only**

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

It is the responsibility of the Operations Division to install and remove the banner as scheduled. The banner must be picked up by the Applicant at the Operations Division 201 S. 18th St. (541) 726-3761 within five working days after the removal date.

**PAYMENT**

**Over-the-Street Banner Permit Fee \$203.00 + 7.5% admin fee** Call to pay over the phone (541) 503-9840

**SIGNATURE**

Upon signing this application, the Applicant agrees that it is the responsibility of the Applicant to retrieve the banner from the Operations Division no more than five (5) working days following the date of removal. If the Applicant fails to pick up the banner the City may dispose of the banner and have no further responsibility. Applicant is responsible for the disposition of the banner and shall hold harmless the City per (SMC 3.210(1)(b)).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Banner Approved                       ODOT Approved (Main St)   
 Location/Dates Approved               Payment Received   
 Authorized Signature: \_\_\_\_\_              Date: \_\_\_\_\_



Last edited 2/4/26 QT

# Banner Guidelines

## Purpose:

These guidelines allow temporary banners on Main Street and Mohawk Street to inform the public about local events while keeping roads safe.

## Banner Content Checklist

 <b>Allowed</b>	 <b>Not Allowed</b>
Event Name	Name of Event Sponsor
Event Date	Contact Info (phone, email, website)
General Location of Event	Sponsor Logo or Branding
Event-Specific Logo	Exact Street Address of Event
	Advertising or Commercial Messages
	Event Cost or Directions

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## Banner Rules

- The **banner design** must be submitted with the application for review and approval.
- Refer to the **Banner Specifications** for size, length and width limitations.
- Banners must be **within 5 miles** of the event.
- Made of **durable material** able to withstand wind pressure (20 pounds per square foot / 89 N).
- Lighting is allowed only if shielded to prevent light from being directed at the highway or low intensity so as not to cause glare or impair driver vision.

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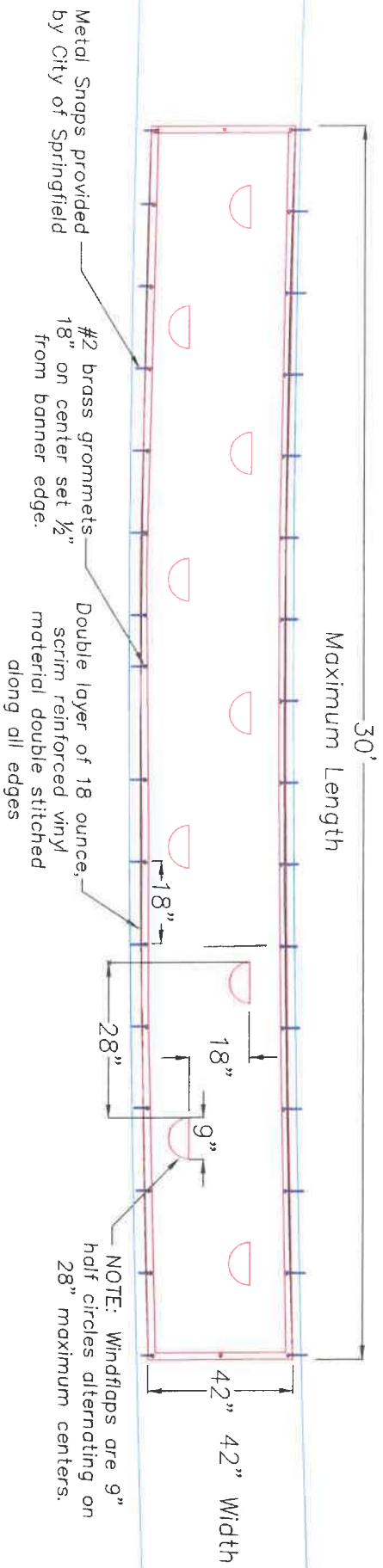
## Banner Delivery Instructions

1. Ensure your banner meets the criteria listed above.
2. Submit your **application** and **pay the permit fee**.
3. Once approved and paid, deliver the banner to the **DPW Operations Division at 201 S. 18th Street**, Springfield, OR 97477, at least **5 working days before** the installation date; call (541) 726-3761 if you need directions.
4. DPW Operations will install and remove the banner. Applicants do not need to handle installation or removal.

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## Eligibility and Content Limitations

- Banners are only allowed for **governmental entities, non-profits, and special district organizations**.
- Permitted banners may advertise:
  - Public service activities that benefit the community as a whole
  - Performing and visual arts
  - Scholastic activities sponsored by educational organizations
- Banners **shall not** advertise or promote:
  - Political candidates, parties, or campaigns
  - Religious or issue-based organizations
  - Activities carried out to earn a profit



City of Springfield  
 \*\*\*\*\*  
 Overhead Banner  
 Specifications

NOTE: The banner shall be constructed of heavy, 18 ounce, Scrim reinforced Vinyl material, seamed with extra strength thread. Grommets shall be #2 machine press-fit brass rivet type placed through double-layered edge material. The banner shall be inspected by the City prior to installation for compliance to these specifications.