



City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street

Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

Banners on Poles Application Special Events and Programs

Instructions

This application is required in order to consider whether the proposed activities are in compliance with applicable laws and regulations, and are not detrimental to the public health, safety and welfare.

Allowed purposes

Placement of temporary signs, banners, flags and other advertising devices **on City-owned light poles or other structures** allowed by City Code.

1. A list of approved locations is available, and the requested location(s) from that list must accompany the banner placement application.
2. For sites in the Historic District, the City's Chief of Historic Preservation shall review the application and provide its certificate of approval ([§21.70.090](#)).

All other purposes not covered by this application may require the approval of either the Department of Planning and Zoning or the Department of Public Works. Please contact them directly at 410-260-2200 or 410-263-7949 respectively.

Requirements for Approval

Conditions of Approval

No application can be approved that does not meet the following requirements.

1. Application must be complete and meet with all requirements and specifications. A *complete* application must include the following items. Check items included in your application and submit with your completed application.
 - a. Completed application form
 - b. A design proof or to-scale drawing of the proposed banner or sign with final dimensions, clear rendering of content, and proposed hanging options. If you are requesting approval of two events, this information must be provided for *each* banner.
 - c. Statement indemnifying the City, signed by an authorized representative of the requesting organization (included as a part of this application).
 - d. Certificate of Insurance for \$2,000,000 aggregate/\$1,000,000 single occurrence (sample can be provided).
 - e. Certificate from manufacturer that banners are fabricated at 1000 x 1000 denier strength.
 - f. Pole Banner location maps have been attached to this application. Circle the locations where the banners are to be installed. *Make sure the circles are legible.*
2. Banners proposed for placement must meet the specified design criteria (a banner schematic has been included as a part of this application). Cost to produce banners meeting these specifications is the sole responsibility of the applicant.
3. Pole Banners may be approved for two events per year and banners may be up for no more than 30 days each time ([§21.70.060](#) (B.4.a)).
4. Banner(s) receiving approval under this process shall be both installed and removed by the City's Department of Public Works.

- a. Banners to be installed must be delivered to Public Works by the date specified on the permit. Banners must be delivered in a box appropriate for storage.
 - b. Banners removed by Public Works will be held for pick-up by the applicant for up to 30 days from removal date approved in this application; beyond 30 days, Public Works may, at its discretion, dispose of the banners.
 - c. Installation and removal of banners may be delayed in inclement or emergency situations, at the sole discretion of Public Works. The applicant will not receive a refund in this case.
 - d. Banners will be installed on regular work days.
5. The cost of hanging and removing banners by Department of Public Works will be calculated for reimbursement by the requesting organizations ([§6.04.210](#)) at a cost of \$20.00 per banner location for each event. That cost must be paid by applicant prior to the banners being installed. Banners will not be installed if payment of the installation and removal cost is not provided.
 6. Banners will not be able to be hung on damaged brackets. Brackets will be repaired as quickly as possible and the banner will be hung once the bracket (s) is repaired. The applicant will not receive a refund in this case.

Enforcement

Banners installed without submission and approval of this application will be removed and held for pickup for up to 30 days after removal. The cost to remove the banners will be invoiced to the responsible party at \$20.00 per banner.

Review Requirements

The following are additional requirements for approval of banner installation.

1. Pre-application discussion with the City's Special Events Coordinator is required for a first time request for banner placement.
2. The completed permit application, with required attachments, must be submitted **30 days** prior to the proposed start date. Applications received fewer days in advance of the proposed start date may be processed at the discretion of the Special Events Coordinator.
3. A \$30.00 non-refundable application fee is required prior to review of submitted application. Payment may be made by check payable to the *City of Annapolis* or in cash to the Special Events Coordinator. Cash payments will be deposited and a receipt will be provided. Applications may be sent electronically via email to: specialevents@annapolis.gov, and the application fee may be sent by mail to the Special Events Coordinator.
4. If you are placing banners in the Historic District (see location maps so designated), this application will be reviewed by the Annapolis Historic Preservation Commission ([21.70.090](#)) and their fee will apply. A \$25.00 non-refundable fee is required prior to review of the submitted application by the Chief of Historic Preservation. Payment may be made by check payable to the *City of Annapolis* or in cash to the Special Events Coordinator. **This fee is required ONLY if you are placing banners in the Historic District.**
5. No application will be reviewed until all applicable fees have been paid.
6. The address for mailing or delivery of the application and/or payment is:

Special Events Coordinator
City of Annapolis
160 Duke of Gloucester Street
Annapolis, MD 21401
specialevents@annapolis.gov



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Banners on Poles Application Special Events and Programs

Pole Banner Placement Information

Banner Title _____

Requesting Organization Information

Name of Applicant _____

Name of Organization _____

Organization address _____

City _____ ST _____ Zip _____

Phone _____ Fax _____

Contact Person authorized to act on behalf of the organization for banner placement

Contact name _____

Phone (cell preferred) _____ Work _____

Email _____

Organization Status

Annapolis Residential/Community Group

Governmental Agency

Business Group/Association

Not for profit (attach designation letter)

Charitable or educational organization

Other (please describe) _____

Purpose or use of pole banner

Announce a program (attach program flyer, brochure or description)

Program Name _____

Program Date(s) Start _____ End _____

Program Location _____

Website _____

Promote an Event (attach program flyer, brochure or description)

Name of Event _____

Event Date(s) Start _____ End _____

Event Location _____

Website _____

Other (please describe with details as above options and attach flyer, brochure or description)

Date(s) of Banner Display

1st Event Proposed Installation Date _____ Removal Date _____

2nd Event Proposed Installation Date _____ Removal Date _____

Selected Banner Location(s) – Must be the same location for each event, above

Total number of banners requested for placement _____ (attach Banner Location Maps)

Are your locations in the Historic District (see Banner Location Maps)? See “Review Requirements” above for additional fee. Yes No

Name of Company/Contractor producing the banner

Name _____

Address _____

City _____ ST _____ Zip _____

Phone _____ Total cost of producing banners \$ _____

TERMS AND CONDITIONS

Indemnification

The Applicant shall indemnify and hold the City of Annapolis and the Mayor, Alderpersons, and employees and agents harmless from liability for all injuries and damages to persons and property pursuant to conditions for approval of this application, and for any attorney fees and costs incurred in addressing and defending claims, complaints and lawsuits that seek to impose liability on the City or its Mayor, council members, department directors and other employees and agents in connection therewith. Failure to comply with the conditions of approval of this application may, in the sole discretion of the City, result in termination of approval.

Insurance

Unless waived by the City's Office of Law, this application shall not be approved unless the Applicant produces an insurance policy or rider establishing that the Applicant is insured, in amounts acceptable to the City, against liability for injuries and damages to persons and property arising from the acts or omissions of the Applicant and its agents, employees and contractors design, production and display of the banners specified in this application. The City of Annapolis and the Mayor, Alderpersons, and employees and agents shall be named as additional insureds under the policy or rider in language specified by the City. A sample certificate of such insurance with required language is available upon request.

I have read, understand and accept the terms and conditions stated in this application. If the applicant is an entity, I certify that the Applicant is currently licensed or registered to do business in the State of Maryland if licensing or registration is lawfully required, that it is an entity in good standing with the State of Maryland, that I am authorized by the Applicant to sign this application on its behalf and to legally bind it thereby, that my signature represents my acceptance of these terms and conditions and the acceptance of the entity, and that I individually guarantee any liability and all obligations imposed on the entity pursuant to the approval of the application.

Signature of Applicant or Applicant's Representative (may be typed)

Date

Approved Pole Banner Locations
Outer West Street
(Blue Light Poles)



Pole Banner Schematic

10/23/2013

