

City of Salem

ERECTION OF BANNERS ON LIBERTY PARKADE

Compliance with the following standards/requirements must be met for installation of banners on Liberty Parkade

A. A banner must meet the following specifications:

Size: 50 square feet maximum allowed
Width - 3 feet maximum allowed
Length - 17 feet maximum allowed

AN INSPECTION OF THE BANNER IS REQUIRED PRIOR TO INSTALLATION. This can be obtained by contacting the sign inspector at 588-6242 for an appointment. It is suggested that you bring the banner in early for inspection, in case any corrections need to be made to the banner.

B. An applicant must make a formal, written request, including submittal of the temporary sign permit application with appropriate fee, including the name of the installer, an evening contact phone number and the attached Statement of Agreement.

To insure equal opportunity for all organizations to schedule reservations, applications will be accepted starting September 15th for following calendar year.

C. Fee Schedule: Prior to three months of the first day of installation, full refund less processing fees of \$15. After this date, fees are non-refundable.

Initial Permit: \$142.50 (Includes temporary permit and from one-to-five days of display)

Additional Days: \$25.00/per day (from 6 to 14(+) days of display)

Maximum Display Period: 14 days

Time Extensions: The Director may extend the display period for up to an additional seven (7) days, provided such an extension would not create a scheduling conflict with other users.

Maximum Permits: One per event per year on Community Event Location. If other locations are available one month prior to the banner installation, this limit is no longer applicable.

- D. All banners, because of equipment and insurance requirements, must be installed by a City of Salem approved sign contractor. The installation and removal fee charged by the contractor is not included in the application and permit fees mentioned above. (List of approved sign contractors to follow) Any charges for service calls for repair or correction shall be charged to the applicant by the installer.
- E. High wind warning. Should the City of Salem receive a high wind warning (winds above 50 mph), the applicant will be notified that the banner must be removed within two hours of receipt of notification. The applicant in turn must notify the sign contractor that erected the banner. In the event the situation should arise over a weekend or holiday, City crews would remove the banner. The applicant would be billed for a service charge.
- F. The banner must be securely attached with nylon rope to the Liberty Parkade, 199 Liberty St SE, at the southeast corner between the second and third levels. Please do not use any metal objects (I.E. bungy cords, tie wire, or metal hooks) for installation of the banners. This is to insure the paint on the aluminum panels is protected. Stainless steel eyelets have been installed on the top outside of the aluminum radius panels 3rd level for banner hanging convenience. The bottom must be tied off from the second level ceiling where stainless pins have been installed.
- G. Non-profit organizations or government sponsored events will be allowed to apply for a banner sign permit on Liberty Parkade. Profit making organizations could also use the Liberty Parkade providing:
1. Profit making organizations may use Liberty Parkade for sponsoring events which have a demonstrated benefit to our community.
 2. Event spectators can view the event at no charge.
- H. The content of the banner is limited to:
1. Sponsor's name.
 2. Name of the event.
 3. Location.
 4. Date(s)/time(s).
- If the banner is paid for by a commercial business, that sponsoring business logo may not exceed ten percent (10%) of the total banner area.
- I. The banner must meet all applicable sign code standards.
- J. No other attachments to the banner are allowed, e.g., balloons, streamers, lights, string of lights, etc.

- K. The banner must be removed the first working day after the event is over in order to allow other community groups to advertise their events. Failure to remove the banner, as specified, will result in an \$82 fine (This fee reflects the new assessment imposed by Municipal Court) as well as City costs of removal of the banner, if required, for the next scheduled use of the poles.
- L. There are no fee waivers.
- M. Approval for banner displays is vested in the Director of Community Development or his designee.

ERECTION OF BANNERS ON LIBERTY PARKADE

Banner installation must be performed by an approved sign contractors.

Installation of banners will incur a cost not included in the banner permit fee.

CITY OF SALEM SIGN APPLICATION

Mail to: Building & Safety, 555 Liberty St SE, Rm 320, Salem Or 97301-3503
 Telephone: (503) 588-6256, Fax (503) 588-6115

PROJECT ADDRESS	199 LIBERTY ST SE (LIBERTY PARKADE)	
ORGANIZATION'S NAME		ORGANIZATION'S PHONE
ORGANIZATION'S ADDRESS		
CONTRACTOR'S NAME		
CONTACT PERSON	WEEKDAY PHONE NUMBER	EVENING/WEEKEND PHONE NUMBER

To be completed by Applicant:

Type of Sign: <input checked="" type="checkbox"/> Erect	Sign: <input checked="" type="checkbox"/> temporary banners	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Height Above Grade to Top of Sign</td> <td style="text-align: right;"><u>xx</u></td> </tr> <tr> <td>to bottom of Sign</td> <td style="text-align: right;"><u>xx</u></td> </tr> <tr> <td>Sign Length</td> <td style="text-align: right;"><u>17 feet max</u></td> </tr> <tr> <td>Sign Height</td> <td style="text-align: right;"><u>3 feet max</u></td> </tr> <tr> <td>Area of Sign in sq ft</td> <td style="text-align: right;"><u>50 sq ft max</u></td> </tr> <tr> <td>Electrical permit required</td> <td style="text-align: right;"><u>no</u></td> </tr> <tr> <td>Date of Installation</td> <td style="text-align: right;">_____</td> </tr> <tr> <td># of Days applying for (max 14 without Approval)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>1-5 Days =</td> <td style="text-align: right;">\$ 125.00</td> </tr> <tr> <td># of Days after 5 x \$25/day =</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Automation fee</td> <td style="text-align: right;"><u>+5.00</u></td> </tr> <tr> <td>Processing fee</td> <td style="text-align: right;"><u>+12.50</u></td> </tr> <tr> <td> Total Fee Due</td> <td style="text-align: right;"> \$ _____</td> </tr> </table>	Total Height Above Grade to Top of Sign	<u>xx</u>	to bottom of Sign	<u>xx</u>	Sign Length	<u>17 feet max</u>	Sign Height	<u>3 feet max</u>	Area of Sign in sq ft	<u>50 sq ft max</u>	Electrical permit required	<u>no</u>	Date of Installation	_____	# of Days applying for (max 14 without Approval)	_____	1-5 Days =	\$ 125.00	# of Days after 5 x \$25/day =	\$ _____	Automation fee	<u>+5.00</u>	Processing fee	<u>+12.50</u>	 Total Fee Due	 \$ _____
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STATEMENT OF AGREEMENT

I/we do hereby agree to comply with the prescribed specifications as listed in the "Erection of Banners on Liberty Parkade" flyer.

Printed Name and Title

Organization

Signature

APPROVED:

City Sign Inspector