

# City of Salem

## ERECTION OF BANNERS ON BANNER POLES

Compliance with the following standards/requirements must be met for installation of banners over a public street.

A. A banner must meet the following specifications:

Size: 90 square feet maximum allowed  
Width - 3 feet maximum allowed  
Length - 30 feet maximum allowed

Top Tether: 3/8" galvanized cable, already provided on the poles  
by both the City

Windholes: Two rows of "smiles" per running foot of length of banner with one  
positioned in the top 1/3 and the other in the bottom 1/3, 3" radius cut.  
Alternating positions in the two rows in each running foot.

Material: Vinyl (18 oz./sq. yd. minimum)  
Canvas (12 oz./sq. yd. minimum)

Grommets: 7 minimum (5 across top to attach to movable mount clips; 2 in bottom  
corner)

Bottom Tether: Nylon cord (rope), 3/8" minimum size and long enough to  
allow banner to tilt to 60 degree angle to spill air when wind blows, though  
not so long as to allow greater than an 80 degree angle spill.

**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 the 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 15<sup>th</sup> 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/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 If other locations are available one month prior to the banner installation, this limit is no longer applicable.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, can only 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. Tree blockage warning. There is an established street tree located to the south of the western banner pole. This tree has the potential to block vision of the installed banner depending on the viewer's location. This tree will not be trimmed to improve vision of the banner. Please design banner accordingly.
- G. The banner must be erected on City of Salem owned poles only. Pole location is:  

300 block of Liberty St SE, 40 feet north of driveway to Salem Fire Station.
- H. No oversized banners will be approved because the banner poles are not strong enough to handle the additional wind loads imposed by larger banners.
- I. Only non-profit organizations or government sponsored events will be allowed to apply for a banner pole sign permit. Profit making organizations could use the banner poles providing:
  - a. Profit making organizations may use the banner poles for sponsoring events which have a demonstrated benefit to our community.
  - b. Event spectators can view the event at no charge.
- J. The content of the banner is limited to:
  - 1. Sponsor's name.
  - 2. Name of the event.
  - 3. Location.
  - 4. Date(s)/time(s).

Any sponsoring business logo may not exceed ten percent (10%) of the total banner area.

- K. The banner must meet all applicable sign code standards.

- L. No other attachments to the banner are allowed, e.g., balloons, streamers, lights, string of lights, etc.
- M. 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.
- N. There are no fee waivers. (As it is necessary to compensate the \$7,000 construction expense.)
- O. Approval for banner displays is vested in the Director of Community Development or his designee. Council approval is no longer necessary.
- P. Tree blockage warning. There is an established street tree located to the south of the western banner pole. This tree has the potential to block vision of the installed banner depending on the viewers location. This tree will not be trimmed to improve vision of the banner. Please design banner accordingly.

\*\*\*\*\*

ERECTION OF BANNERS ON BANNER POLES  
BANNER INSTALLATION - APPROVED SIGN CONTRACTORS

Martin Brothers Signs - Phone (503) 364-2211

Salem Sign Company - Phone (503) 371-6362

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 <u>300 Liberty Banner Poles St SE (LIBERTY BANNER POLES)</u>		
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 style="width: 80%;">Total Height Above Grade to Top of Sign</td> <td style="width: 20%; text-align: right;">xx _____</td> </tr> <tr> <td></td> <td style="text-align: right;">to bottom of Sign <u>xx</u> _____</td> </tr> <tr> <td>Sign Length</td> <td style="text-align: right;"><u>30 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>90 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	xx _____		to bottom of Sign <u>xx</u> _____	Sign Length	<u>30 feet max</u>	Sign Height	<u>3 feet max</u>	Area of Sign in sq ft	<u>90 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	\$ _____
Total Height Above Grade to Top of Sign	xx _____																											
	to bottom of Sign <u>xx</u> _____																											
Sign Length	<u>30 feet max</u>																											
Sign Height	<u>3 feet max</u>																											
Area of Sign in sq ft	<u>90 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	\$ _____																											

## STATEMENT OF AGREEMENT

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

Printed Name and Title

Organization

Signature

\*\*\*\*\*

APPROVED:

City Sign Inspector