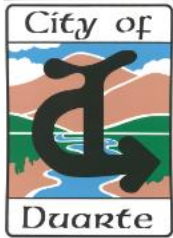




**CITY OF DUARTE
COMMUNITY DEVELOPMENT DEPARTMENT
REGULATIONS FOR USE OF STREET BANNER POLES**

All banners proposed to be hung across the public right-of-way shall conform to the following requirements:

1. Each organization requesting use of the banner poles must fill out an application form and file it with the City of Duarte Community Development Department at least 30 days before desired use. A non-refundable \$50.00 application-processing fee will be submitted with the application. If the applicant fails to complete the application process, the fee shall not be refunded. If requested dates are not available, the application will be returned with the processing fee.
2. Permission to use the banner poles will be on a priority schedule, based on the date of filing the application.
3. The banner shall be professionally made and comply with the specifications on the attached sheet.
4. Banners must be deposited and logged in with Patty Lopes in the Community Development Department a minimum of two working days before desired installation, and must be picked up from Patty Lopes in the Community Development Department within 48 hours of removal. If in the opinion of the City, the banner, ropes, swivel snaps or other items are not safe, the organization will be notified and the banner will not be installed until necessary repairs are made.
5. If any banner is damaged by wind or other factors, it will be removed from the poles and the organization will be notified to pick it up. Reinstallation will be made within the requested date period, if repairs are made satisfactorily after re-filing an application form with the Community Development Department.
6. The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claims, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.
7. No Christmas lights or other displays requiring hook-ups will be installed or allowed.



**CITY OF DUARTE
COMMUNITY DEVELOPMENT DEPARTMENT
STREET BANNER POLE SPECIFICATIONS**

All banners submitted to the City of Duarte for installation shall comply with the following specifications:

1. Banner size shall be 4 feet wide x 10 – 30 feet long.
2. Banner material shall be 13-ounce reinforced web vinyl. All corners of the banner shall be reinforced.
3. Cable snaps (i.e. grommet holes) shall be installed the length of the banner on both the top and bottom edges. Spacing shall be 2 feet on center.
4. Wind pockets shall be installed and spaced 6 feet on center.

If you have any questions regarding any of the above specifications, please contact Troy Wittenbrock, Field Services Manager between the hours of 7:30 a.m. and 3:30 p.m., Monday through Thursday, at (626) 357-7931 ext. 205.



**CITY OF DUARTE
COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION FOR STREET BANNER POLE PERMIT**

Name of Organization: _____

Individual Responsible: _____

Phone Number: _____ Fax Number _____

Address: _____

Banner Size: _____ Banner Color: _____

Exact Wording on Banner: _____

If possible, draw picture of banner:

Requested date for banner installation (at least 30 days from proposed installation): _____

Requested date for banner removal (maximum display of 2 weeks): _____

Date of Event: _____

I have received a copy of the Street Banner Pole Regulations and will comply with the terms prescribed.

The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claim, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.

Applicant's Signature

Date

(FOR OFFICE USE ONLY)

Application Approved: _____ Application Denied: _____

Paid: \$ _____ Receipt No.: _____ Date: _____

Director, Community Development

Date

Date Installed: _____ (Field Services Initials) _____

Date Removed: _____ (Field Services Initials) _____