



City of DeLand

Banner Permit Application

NOTE: This application is for the proposed banner for a specified period of time only. After Expiration of the permit (if granted), or should the banner change in any way, another application will be required.

Please type or print information clearly:

Contact Name: _____

Name of Organization: _____

Banner Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone: (____) _____ E-Mail: _____

What are you having installed: Pole Banners _____ Street Banner _____

Where would you like the street banner to be posted?

North Woodland & Ohio _____ South Woodland & Voorhis _____

(1 week per application, Monday-Monday excluding City holidays)

Pole banners are posted on both North and South Woodland Blvd.

(1 month per application, first Monday of the month)

Time period to display banner(s): Installation Date: ____/____/____

Removal Date: ____/____/____

(Please verify dates are available before filling this area out by emailing cooper@deland.org or calling 386-626-7187) This only has to be done if submitting after October 1, 2025; January 1, 2026; April 1, 2026; July 1, 2026).

The following items MUST BE included in the permit application package in order for it to be considered:

- 1. A completed copy of this form
2. Sketch, drawing, or actual sample of the banner to be displayed that specifies the size of the banner, message, and logos (if applicable).

Email application and banner drawing to cooper@deland.org or deliver it to 1102 S. Garfield Ave.

The undersigned applicant agrees to abide by the provisions set by the City of DeLand to suspend a banner or banners during the time period requested for this permit.

Applicant: _____

Date: _____

GUIDELINES FOR RESERVING AND DISPLAYING BANNERS IN DOWNTOWN DELAND

General:

Banners are for bona fide non-profit organizational announcement for entities located in the Greater DeLand area (defined as the Utility Service Area).

Banner application form can be found on the City of DeLand Web Page, under Banner Applications. *Applications must be submitted 1 month or more before the requested display date, in the allowed time frame.* The City of DeLand accepts no responsibility for banner damages or loss due to theft, vandalism, weather or by any other means. The City of DeLand will occasionally reserve poles and street banner locations for public announcements, such as those for elections and special events. Contact us for a listing of these dates, it changes yearly.

All requests are on a first come first served basis. Due to FDOT Regulations, applications cannot be submitted to Public Works on a yearly basis. Therefore, Public Works will begin accepting banner application as stated below:

October 1, 2025	for Street/Pole Banners to be displayed January - March 2026
January 1, 2026	for Street/Pole Banners to be displayed April - June 2026
April 1, 2026	for Street/Pole Banners to be displayed July - September 2026
July 1, 2026	for Street/Pole Banners to be displayed October – December 2026

Requests must include the following information:

- ✓ Name of the event
 - ✓ Type of Banner: Street (North Woodland & Ohio, South Woodland & Voorhis) or Pole (Woodland Blvd)
 - ✓ Dates requested for Street Banner display: 1 week at a time, per application (Monday–Monday excluding City holidays)
 - ✓ Dates for Pole Banner display: 1 month at a time, per application (first Monday of current month – first Monday of next)
- Note: During the month of October, pole banners will only be allowed to be displayed for a time frame of 2 weeks. During the last 2 weeks in November, the entire month of December, February, and July pole banner reservations are blocked for City Hall, City of DeLand.***
- ✓ Full name, address, telephone number and e-mail address
 - ✓ An image or drawing of the banner to scale including dimensions, message and logos (if applicable)

Please note the following:

- A minimum of 8 pole banners must be reserved/displayed with a maximum of 16.
- One event is allowed to display street banners on the South and North end at the same time
- One event is allowed to display a street banner on the South **or** North end **along with** 8 pole banners at the same time. (The exception will be if another vendor has not reserved in the allowed time frame, we will award the entire 16 banners to be displayed).

- When an application is received, you will receive an email stating it was received and sent to FDOT for approval.
- Once FDOT approves the application (could take up to 7 -10 days), you will receive an email stating, “your application has been approved by FDOT”.

Street Banner Specifications:

- ✓ Banners shall be 4 feet in height and 25 feet in width.
- ✓ Banners must be fabricated of 16 oz. reinforced vinyl banner material. This material shall be totally opaque.
- ✓ Multiple banners may not be fastened together. The banners shall have lettering/graphics on both sides.
- ✓ The banners shall be double hemmed with 1-1/2" nylon webbing sewn around perimeter.
- ✓ The corners shall be reinforced and have heavy duty D-rings sewn in for attachment to City of DeLand ropes.
- ✓ There shall be a minimum of ten half-round wind slits per banner. These slits shall have a radius of 12" each with the round shape positioned downward.

Pole Banner Specifications:

- ✓ Banners shall be 7 feet in length and 2.4 feet in width.
Note: No attachments to banners are allowed.
- ✓ Banners must be fabricated of 16 oz. reinforced vinyl banner material. This material shall be totally opaque.
- ✓ Multiple banners may not be fastened together. The banners shall have lettering/graphics on both sides.
- ✓ The banners shall be double hemmed with 2" nylon webbing and sewn around perimeter.
- ✓ The banners shall have metal grommets.

Fee Payments:

All fees must be paid 10 days after you have been invoiced, or the application will be cancelled.

Street Banners: The first banner requested within a calendar year, per organization, will be installed at no charge. Additional banner request will require a fee of \$50 for FY23/24. (Fees are subject to change each fiscal year).

Pole Banners: The first set of up to 16 banners requested within a calendar year, per organization, will be installed at no charge. Additional pole banner requests of 16 will require a fee of \$100 and \$50 for 8, for FY 2024/2025 (Fees are subject to change each fiscal year.)

Holiday and Special Request Pole Banner fees: During the months of October and the beginning of November, banners will have a \$50 fee, for two-weeks of display and 8 pole banners. *Reminder, no pole banners will be accepted for the last 2 weeks of November, entire month of December, February, and July. These are blocked slots for City Hall, City of DeLand.*

Payment method: Upon being invoiced, all banner application fee payments will be collected via check or credit/debit card payment. Check payment can be mailed or delivered to 1102 S. Garfield Ave., DeLand, FL 32724 (attention: Stephanie Cooper). Credit/Debit card payment can

be made at the City of DeLand cashiers office, located at City Hall, 120 S Florida Ave. DeLand, FL 32720.

Refunds: Payment for banners is Non-Refundable and will be credited for future banner installations.

Banner Delivery, Pick Up and Storage:

Due to limited storage space, banners are to be delivered to the City Public Services Building at 1102 South Garfield Avenue, DeLand, no earlier than two (2) weeks prior to display and must be picked up no later than two (2) weeks after event. Banners stored exceeding **14** calendar days from removal will be discarded, unless other arrangements are made.

City of DeLand is not responsible for banners that are dropped off at the front desk without signing in. Please make sure to check them in with front receptionist or dial one of the following extensions; 7187 (Stephanie), 7190 (Corrigan), 7195 (Kim).

Hours for pickup and delivery is between the hours of 10 am – 12 pm & 1 pm – 4 pm Monday to Friday.