



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: (__) _____ Fax:(__) _____ E-Mail: _____

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

Where would you like the street banner to be posted?

North Woodland & Ohio? _____ Or South Woodland & Voorhis? _____

(1 week maximum Monday-Monday excluding City holidays)

Pole banners are posted on both North and South of Woodland Blvd. (1 month maximum)

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

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.

Email application and banner drawing to coopers@deland.org

First banner of the fiscal year (October – September) is free. If we are installing a second banner we will require a payment seven days after FDOT approves it. Then an invoice will be emailed to you. You can either drop off a check at 1102 S. Garfield Ave. or if you would rather pay by credit card, you can make a payment at 120 S. Florida Ave. in the utilities/customer service department. Make sure you make a copy of your invoice when making a payment.

We are not responsible for banner/s that are dropped off at front desk without signing in.

The undersigned applicant(s) 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).

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, 2021	for Street/Pole Banners to be displayed January - March 2022
January 1, 2022	for Street/Pole Banners to be displayed April - June 2022
April 1, 2022	for Street/Pole Banners to be displayed July - September 2022
July 1, 2022	for Street/Pole Banners to be displayed October – December 2022

Forms can be found on the City of DeLand Web Page, under Banner Applications. The City of DeLand accepts no responsibility for banner damages or loss due to theft, vandalism, weather or by any other means. **Finally, 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.**

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 maximum Monday–Monday excluding City holidays
- ✓ Dates for Pole Banner display; 1 month maximum, except for October and first two weeks of November (2 weeks maximum only) excluding City Holidays
- ✓ Full name, address, telephone number and e-mail address
- ✓ A drawing of the banner to scale including dimensions, message and logos

Street Banner Specifications:

- ✓ Banners shall be 45 to 48 inches in height and 20 to 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 84 inches in height and 29 inches 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 2" nylon webbing and sewn around perimeter.

Fee Payments: All fees must be paid 10 days after approval of application, or application will be cancelled. The City of DeLand will notify you upon approval
Street Banners: 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 FY20/21. (Fees subject to change each calendar year)

Pole Banners: First set of up to 16 banners requested within a calendar year, per organization, will be installed at no charge. Additional pole banner requests will require a fee of \$100 for FY 2020/2021 (fee subject to change each calendar year). No pole banners will be hung during the month of December.

Holiday and Special Request Pole Banner fees: During the months of October and November, banners will only be installed for a two week time frame at a fee of \$50 for 8 banners. No pole banners will be accepted for the month of December. Upon approval from FDOT, all banner application fee payments will be collected via on-line credit card payment (if available) or in the City of DeLand cashiers office located at City Hall, 120 S Florida Ave. DeLand, FL 32720.

Refunds: Payment for banners is Non-Refundable unless service cannot be performed by the City.

Banner Delivery, Pick Up and Storage:

Due to limited storage space; banners are to be delivered to the City Public Services Building 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.

Hours for pickup and delivery 9AM – 4PM. Monday to Friday.