



Inspiring a Vibrant Community

City of Cottonwood Public Works  
1490 W Mingus Avenue.  
Cottonwood, AZ 86326  
(928) 634-8033

Email: [rowpermits@cottonwoodaz.gov](mailto:rowpermits@cottonwoodaz.gov)

\_\_\_\_\_ Event Name

\_\_\_\_\_ City Permit #

\_\_\_\_\_ Date Issued

**APPLICATION TO INSTALL A BANNER ON CITY STREET**

The undersigned herewith applies for a permit to enter in upon and use a portion of the street in the City of Cottonwood for the purpose of hanging a street/pole banner. The City Street Department will install banners as determined appropriate by the City Manager. The Street / Pole Banners are required to meet the specifications stated in this permit.

Please select location for the banner(s):

Main Street & 4<sup>th</sup>  Pole Banners in Old Town  # \_\_\_\_\_  
Total # of pole banners

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

24-hour contact number: \_\_\_\_\_

Phone: \_\_\_\_\_

Manufacturer Phone #: \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

Proposed Date of Installation: \_\_\_\_\_

Manufacturer Address: \_\_\_\_\_

Proposed Date of Removal: \_\_\_\_\_

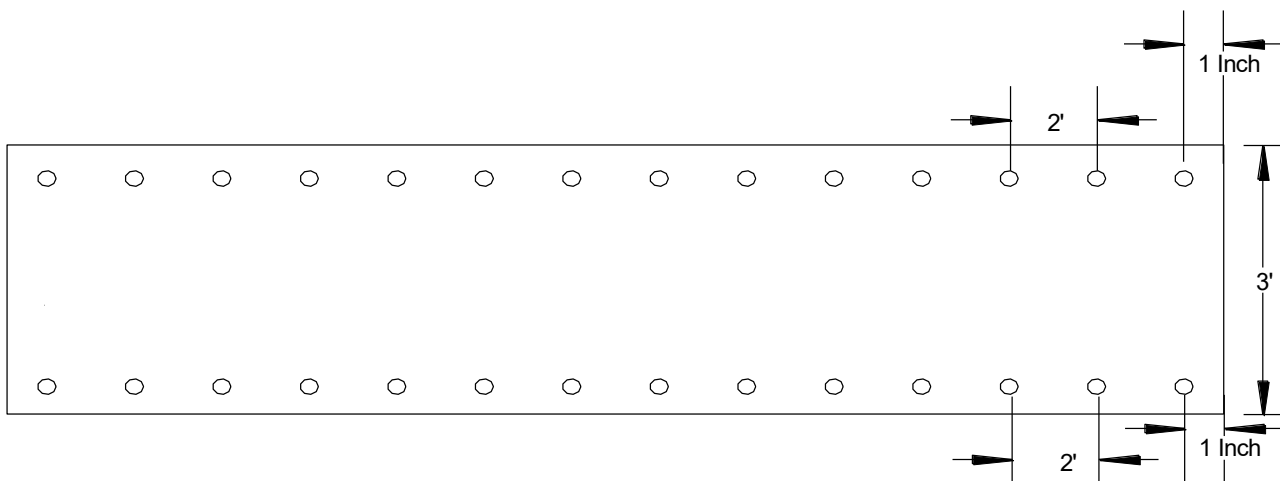
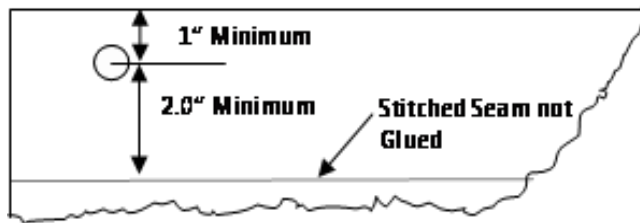
- 1) Banners shall only be allowed for City sponsored events or the events of other public agencies. The City reserves the right to refuse a banner application for any reason.
- 2) All street banners shall be made of a mesh material that allows wind to easily pass through the banner. Two banners (back to back or separate) cannot be hung at the same location.
- 3) Street and Pole Banner fees shall be in accordance with the current Public Works & Engineering fee schedule.

- 4) The following insurance coverage is required: **General Liability** insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, property damage, personal injury, products and completed operations. The policy shall be endorsed to name the City of Cottonwood as an additional insured. Both the Certificate of Insurance and the Endorsement shall be attached to this application.
- 5) The minimum amount of time for banners to be in place is 2 weeks, maximum is 30 days.
- 6) The specifications for the pole banners are provided on Page 3.

7) **The height of all street banners MUST be 3 feet.** The lengths of the banners shall be:

<u>LOCATION:</u>	<u>LENGTH OF BANNER</u>
Main St & 4 <sup>th</sup> Street	34'

- 8) Grommet and seam: The seam shall be a minimum 3 inch stitched seam (not glued). An example of the banner is provided below for more detail. Grommets shall be placed in 2' increments across the top and the bottom of the banner.



**TO BE COMPLETED BY CITY STAFF**

**Permit Number:** \_\_\_\_\_

**Effective Date of Permit:** \_\_\_\_\_

**Issued by:** \_\_\_\_\_

# Double Sided Pole Banner Specs (Pole Bracket Mounted)

