

CROSS STREET BANNERS

Application Instructions

- Cross street banners may be used for the purpose of identifying a neighborhood event or a public charitable event only.
- There is no fee for a cross street banner permit. Cross street banner permits are issued to recognized neighborhood associations, district neighborhood coalitions, and non-profit organizations only.
- A cross street banner may be in place for a maximum of four weeks, and must be installed in the vicinity of the neighborhood or public charitable event it is announcing.
- Banner layout, design and location must be approved by the City Engineer. Banner message may not be political, religious, or commercial in nature.
- Logos of commercial supporters who help defray the cost of a banner must fit within a square that is no more than half the height of the banner.
- Installation of cross street banners is not allowed on City street light or traffic signal poles, or in underground wiring districts except when hung from a skybridge.
- Cross street banners must be installed in such a manner as to maintain a minimum of 18 feet of clearance above the vehicle travel way and a minimum of 10 feet of clearance above the sidewalk area.
- Based on the speed limit of the street crossed by the banner, cross street banners may not be installed within the minimum distance, indicated in the below table, of overhead signals or signage. This requirement may not always apply, such as some cases where banners are hung from a skybridge.

Speed Limit	Distance
20 mph	175 feet
25 mph	215 feet
30 mph	270 feet

Speed Limit	Distance
35 mph	325 feet
40 mph	390 feet
45 mph	460 feet

Speed Limit	Distance
50 mph	540 feet
55 mph	625 feet
60 mph	715 feet

- The banner must be constructed with some means of reducing wind loading, such as crescent-shaped slots which will blow open if a wind gust hits the banner.
- The banner must be attached to a support cable of sufficient strength to support the banner when loaded by wind gusts, such as appropriately rated nylon rope. All banners must be hemmed, fitted with grommets and attached to the support cable with 5/16" or larger nylon rope.
- The applicant must provide the City with a letter of authorization from the owner of the structure to which the banner will be mounted.
- Liability insurance is required for a cross street banner permit. See "Insurance Requirements for Street and Sidewalk Use Permits".

To apply for a cross street banner, submit the following:

- A letter requesting a cross street banner permit, which includes a description of the event, the requested location, dates the cross street banner will be in place, contact person and phone number.
- A map showing, as accurately as possible, the location of the structure(s) to which the banner will be mounted.
- Information on the banner including the layout, design, text, construction, and method of hanging the banner.
- Letter of authorization from the owner of the structure(s) to which the banner will be mounted.
- Insurance certificate with endorsement.