



# TEMPORARY BANNER APPLICATION

835 East 14th Street, San Leandro, CA 94577 | (510) 577-6009 | ETPermits@sanleandro.org

HOURS: MON - THU 8:30 AM-2:30 PM, FRI-APPOINTMENT ONLY | INSPECTION LINE (24 HR NOTICE) (510) 577-3308

**LIMITATIONS:** Per Caltrans - Not more than twice in a calendar year and for a period of not more than 14 days and 60 days minimum between events

**DECLARATIONS:** Organization agrees to pay the fee of \$150.00, to supply and deliver the banner and its appurtenances to the City of San Leandro Public Works Service Center fourteen (14) days prior to installation, and retrieve the banner and its appurtenant devices within fourteen (14) days after expiration of the period granted. Should the Organization fail to retrieve such banner and appurtenant devices, the Organization, and the signor below personally, agree to pay any cost incurred by the City in the disposal of the banner and appurtenances.

<b>APPLICANT / PERMITTEE</b>	Organization: _____ Event Name: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ Cell Phone: _____ Email: _____
<b>BANNER INFORMATION</b>	<div style="border: 1px dashed black; padding: 10px; min-height: 100px;"> <p><i>Wording on Banner</i></p> </div> Event Date: _____ Banner Start Date: _____ Banner End Date: _____
<b>SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Sign must be no larger than 25' x 4' maximum</li> <li>2. Banner material shall be cloth, canvas or material comparable to 13oz vinyl</li> <li>3. No lights, streamers, or loose materials allowed on banner</li> <li>4. Air slits on 5' center, 1/2 circle cups on 8" radius, 16" diameter</li> <li>5. Rope (1/2") or cable (1/4") should extend 25' at each side of sign at the top and bottom (the rope/cable should run through the banner at all four (4) corners to insure it is</li> </ol> <div style="text-align: center; margin-top: 10px;"> </div>
<b>SCHOOL ONLY</b>	Superintendent/Administrator: _____ School District: _____ School Name: _____

The signor below agrees to comply with all of the specifications as outlined herein and believes that the nature of the Organization and the activity advertised by the banner meet the criteria of the attached policies and procedures.

The signor below has authority of the Organization to bind the Organization as necessary in the permit process, including this application, so that the Organization may obtain this permit. The Organization and its authorized signor hereby agree(s) to, and shall, hold the City of San Leandro ("City"), its elective and appointive boards, commissions, officers, agents, employees and volunteers, harmless from or against any or all lost, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities allowed by this permit and authorization. Permittee agree(s) to, and shall, defend the City and its elective and appointive boards, commissions, officers, agents, employees, and volunteers, from any suits or actions at law or in equity, including for those damages caused, or alleged to have caused, by reason of any of the aforesaid activities, regardless of whether or not City has assisted in or approved such activities.

The signor declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**APPLICATION IS VALID WHEN SIGNED**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position within Organization

**X** \_\_\_\_\_  
Signature

**INTERNAL USE ONLY**

CN#: \_\_\_\_\_

Permit Fee: **\$150.00**  
(Non-Refundable)

Fee Waiver: \_\_\_\_\_

Total Due: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Authorized By:**

**CMO**

Sign \_\_\_\_\_  
Date \_\_\_\_\_

**E&T**

Sign \_\_\_\_\_  
Date \_\_\_\_\_



## POLICY AND PROCEDURES FOR TEMPORARY BANNER ACROSS EAST 14TH STREET

- (a) The Organization applying must be non-profit [e.g. 501(c)(3)], San Leandro based, with membership constituted of a majority of San Leandro residents.
- (b) The banner permit application must be submitted at least four (4) months in advance but not more than six (6) months prior to the event. See Timeline Example below for calendar scheduling.
- (c) The activity being advertised must benefit a San Leandro non-profit organization, group, or activity for the betterment of the community, or one which is financially supported by the City of San Leandro.
- (d) Each Organization may initially request one (1) fourteen (14) calendar day period for their banner to be hanged. A second period may be requested, but the request cannot be submitted more than two (2) months prior to the additional installation date [e.g. if the first request is for April, your second request cannot be made until after April for dates in June].
- (e) No more than two (2) banners/period may be requested per calendar year.
- (f) The fourteen (14) calendar day period starts on the Monday the banner is installed and ends on the Monday the banner is taken down.
- (g) If two Organizations request the same two (2) week period, each group will be allotted one (1) week. The group with the first application in will get their choice of which week for their banner. Either group may request a substitute period for their banner.
- (h) To confirm availability of dates, please contact the Engineering Department at 510-577-6009.
- (i) The Organization agrees to provide a banner meeting the specifications attached fourteen (14) calendar days before it is to be installed to the Public Works Service Center, 14200 Chapman Road, Monday through Friday between the hours of 7:30 a.m. and 3:00 p.m.
- (j) If the banner is not constructed properly, or if it is not dropped off at least fourteen (14) calendar days prior to the event, the banner will not be installed.
- (k) For further questions with regard to specifications, contact the Public Works Service Center at 510-577-3440.
- (l) The Organization agrees to pick-up the banner and appurtenances within fourteen (14) days after the banner is taken down or the City may dispose of it and charge the applicant/Organization for any applicable costs associated.
- (m) The City will install and remove the banners, but is not responsible for their condition during this period.
- (n) If a banner becomes damaged or a hazard, the City will remove it, even if the period is not up.
- (o) No lights, streamers, loose pieces, etc. will be allowed on the banner.

**TIMELINE EXAMPLE:** Based on a four (4) month lead time for application processing and calendar coordination

SUBMIT APPLICATION BY:	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
EVENT DATE:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DROP-OFF BANNER:	<i>14 Calendar days before your requested start date</i>											
BANNER START DATE:	<i>Always on a Monday (Tuesday if Monday is a holiday) - as requested</i>											
BANNER END DATE:	<i>Always on a Monday (Tuesday if Monday is a holiday) - 14 Calendar days after start date</i>											
PICK-UP BANNER:	<i>14 Calendar days after your requested end date</i>											