



## CITY OF DUARTE CITY MANAGER'S OFFICE STREET BANNER REGULATIONS

---

All banners proposed to be hung across the public right-of-way shall conform to the following requirements:

1. Each organization requesting use of the banner poles must fill out an application form and file it with the City of Duarte City Manager's Office at least 30 days before desired use. **A non-refundable \$50.00 application-processing fee will be submitted with the application.** If the applicant fails to complete the application process, the fee shall not be refunded. If requested dates are not available, the application will be returned with the processing fee.
2. **All applications must be completed and submitted to the City before January 31<sup>st</sup> for banners being requested during the year for best placement opportunities. Applicants accepted after that will be prioritized on a schedule availability basis.**
3. Permission to use the banner poles will be on a priority schedule, based on the date of filing the application.
4. The banner shall be professionally made and comply with the specifications on the application.
5. Banners must be deposited and logged in with the City Manager's Office a minimum of two (2) working days before desired installation. They must also be picked up from the City Manager's Department within two (2) days of removal. If in the opinion of the City, the banner ropes, swivel snaps or other items are not safe, the organization will be notified and the banner will not be installed until necessary repairs are made.
6. If any banner is damaged by wind or other factors, it will be removed from the poles and the organization will be notified to pick it up. Reinstallation will be made within the requested date period, if repairs are made satisfactorily.
7. The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claims, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.
8. No lights or other display items requiring hook-ups will be installed or allowed.
9. If you have any questions regarding any of the above specifications, please contact the City Manager's Office Monday through Thursday, between 7:30 AM and 6 PM, at (626) 357-7931 ext. 267.



**CITY OF DUARTE  
CITY MANAGER'S OFFICE  
STREET BANNER PERMIT APPLICATION**

Name of Organization: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Date of Event: \_\_\_\_\_

Banner Size: \_\_\_\_\_ Banner Color: \_\_\_\_\_

**Attach separate sheet with picture of the banner that includes the wording and design:**

All banners submitted to the City of Duarte for installation shall comply with the following specifications:

1. Banner size shall be 4 feet wide x 10 – 30 feet long.
2. Wind pockets shall be installed and spaced 6 feet on center.
3. Cable snaps (i.e. grommet holes) shall be installed the length of the banner on both the top and bottom edges. Spacing shall be 2 feet on center.
4. Banner material shall be 13-ounces reinforced web vinyl. All corners of the banner shall be reinforced.

Requested date for banner installation: (Mondays) \_\_\_\_\_

Requested date for banner removal (maximum display is 14 days): \_\_\_\_\_

I have received a copy of the Regulations For Use of Street Banners and will comply with the terms prescribed.

The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claim, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**(FOR OFFICE USE ONLY)**

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Date Installed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_

Date Removed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_

Paid: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_