



City of Port Orchard
 City Clerk's Office
 216 Prospect Street, Port Orchard, WA 98366
 (360) 876-4407 • FAX (360) 895-9029 • cityhall@cityofportorchard.us
 www.cityofportorchard.us

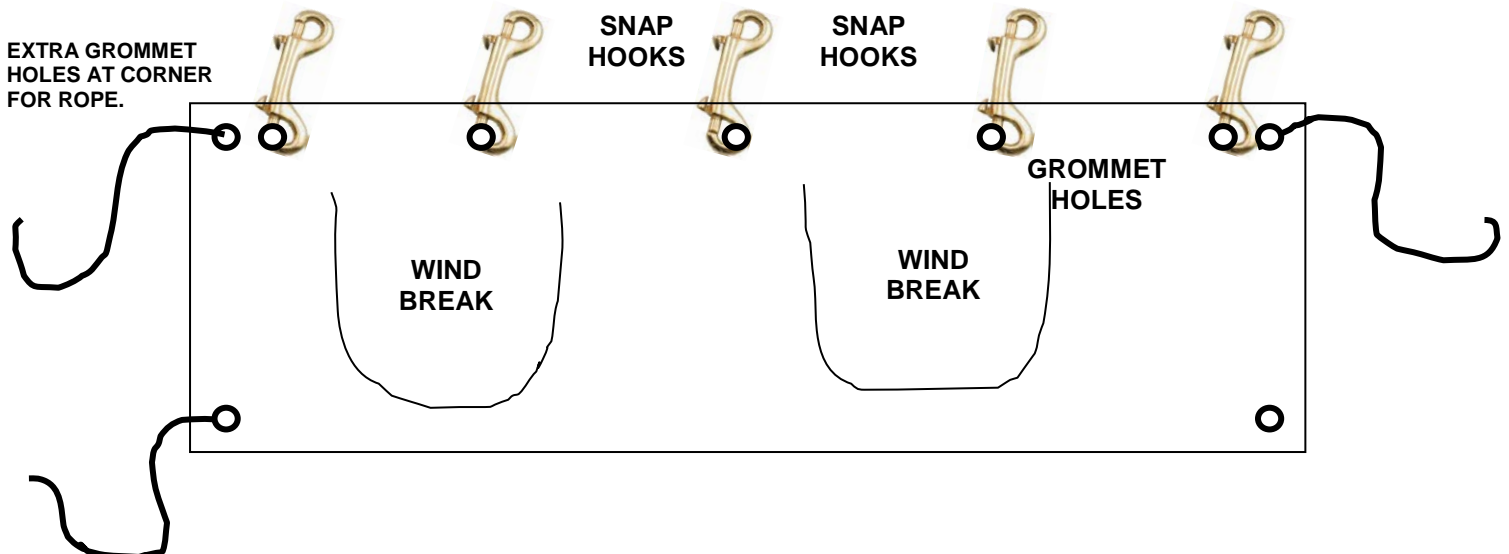
Bay Street Banner Hanging Requirements

Resolution No. 036- 16

- The City will collect permit applications beginning March 1st for display of a banner from April 1st of that year until March 31st of the following year.
- A banner hanging fee of \$100.00 plus tax shall be paid at the time the application is received. The banner will not be hung unless payment is received. Please make checks payable to City of Port Orchard.
- All applications to hang a banner can be done between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday at the City Clerk's Office.
- Banners shall be dropped off at the City Clerk's office a minimum of two (2) days prior to hanging the banner, and shall be picked up at the City Clerk's office within three (3) days of the banner being taken down.
- Permits will be granted for a period not to exceed fourteen (14) calendar days.
- The City will issue permits on a first-come, first-served basis, dependent on the completeness of the application, eligibility of the application based on the policies outlined herein, and the availability of the requested time period for the banner to be displayed.
- No applicant may be awarded more than two permits within the first 31 days of the application period for a given 1-year permitting period.
- Banners are limited to non-commercial messages only. Commercial sponsors may be placed on the banner, but any text or images relating to commercial sponsors must not comprise more than twenty-five percent (25%) of the facial surface area of the banner and must be less noticeable than the primary banner content.

Banner Hanging Specifications:

- Banner *shall* be no less than 20 feet and no more than 40 feet in length.
- Banner *shall* be no less than 30 inches and no more than 40 inches in height.
- Banner *shall* have three (3) "U" shaped (1' x 1') wind breaks evenly spaced. Four (4) "U" shaped wind breaks for banners 30 feet or wider.
- Banner *shall* have a minimum of 30 feet of 1/4-inch nylon rope attached to each of the four (4) corners of the banner. (Ideal overall width with rope is 80 feet. Make sure rope is of a strong type and will not snap in high winds.)
- Banner *shall* have grommets with hooks in place and evenly spaced 18 inches apart across the top of the banner.





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BAY STREET BANNER HANGING APPLICATION
RESOLUTION No. 036-16

FEE: \$100 + TAX

Name of Organization: _____

Point of Contact: _____ Telephone: _____ Email: _____

Address: _____
Street City State Zip Code

Banner Content Message: _____

Date Banner is to be Hung: _____ Date Banner Comes Down: _____

I have read the Bay Street Banner Hanging Requirements and agree to the conditions set forth in Resolution No. 036-16.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

Signature of Applicant

Date

FOR CITY CLERK'S OFFICE USE ONLY

Banner Fee Paid? ___ Yes ___ No

Date banner added to internal calendars: _____