



City of Coos Bay
Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

BANNER DISPLAY APPLICATION
Please submit application at least 30 days prior to event

Sponsoring Organization: _____
Event Name: _____
Contact Person: _____
Email: _____
Phone: _____
Date(s) of Event: _____

*Banners may be displayed for a maximum of 2 weeks.
Banners are put up & taken down on Tuesdays.*

Start Date: _____ End Date: _____
Banner drop-off date: No later than 3pm on Friday _____
Banner pick up date: No later than 3pm on Friday _____

Location: ___1 (over Hwy 101 South) ___3 (Visitor Center parking lot)

See requirements below. Banners at Location 1 must have written permission from ODOT and provide a Certificate of Liability Insurance.

Is this a city-sponsored event? ___Yes ___No

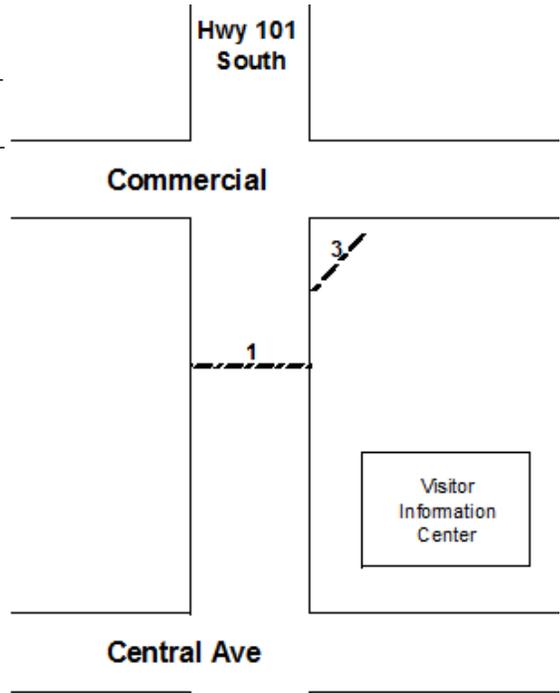
If multiple requests are received for the same time period, priority is given to city-sponsored events.

Signature of Authorized Agent

Date

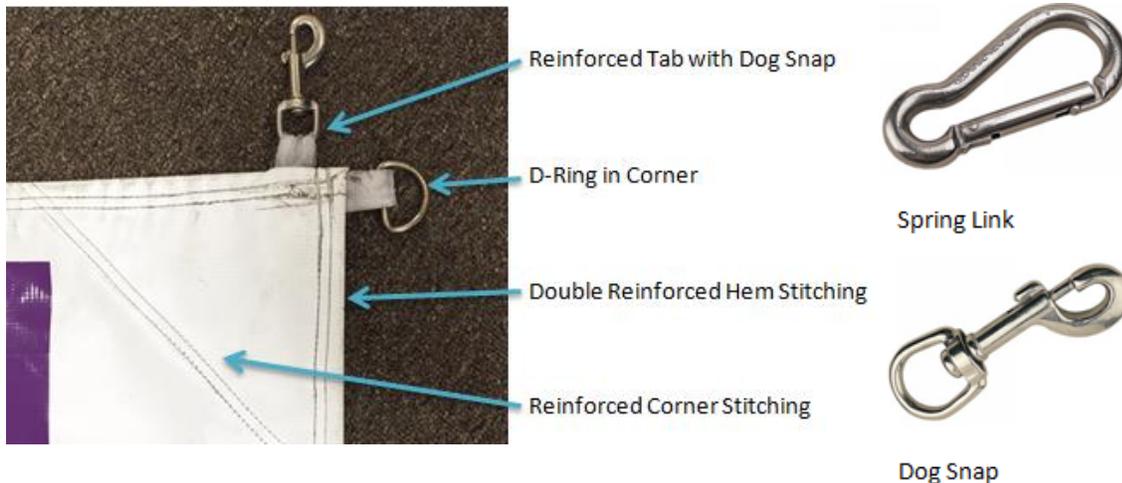
Printed Name of Authorized Agent

Specifications for banner construction are meant to protect vehicular and pedestrian traffic and reduce liability for all parties. Banners not meeting these specifications will not be installed. The City reserves the right to refuse to install or to remove banners if it is felt they are not of a quality to withstand the elements, they become damaged, or any other practical reason.



Banner Specifications:

- **Size:** Maximum banner size is 3 feet tall; banners at location 1 may be 30 feet long, banners at location 3 may be 20 feet long. *Banners that are too long may not be put up.*
- **Material:** 18 oz. or thicker vinyl, constructed to withstand wind pressure of 20 pounds per square foot of exposed surface.
- **Construction:** Edges of all four sides of the banner must be folded over and hemmed with double reinforced hem stitching, with reinforced corners both front and back. *Heat sealed, taped or cut edges do not meet durability standards and are not acceptable.*
- **Ventilation:** Banner must be a minimum of 20% ventilated to allow for the wind to blow through the banner and keep it from ripping or twisting. This can be done by either using mesh material (recommended) or using wind slits (half moon-shaped vents 4"-6" wide and facing down throughout the banner, typically one slit for every 4 square feet).
- **Connections:** Top edge of banner must include grommets or reinforced tabs spaced no less than 36" apart, with a clip provided for each; connections on the bottom edge are highly recommended but not required. Grommets should have an interior diameter of 3/8" or larger. Clips must be provided and attached to each grommet or reinforced tab. Clips should be approximately 3" long, either spring link or dog snap style clips. D-Rings in the corners are suggested for durability. *Use of an adequate number of connections reduces the likelihood that the banner will hang incorrectly or be damaged.*



Requirements for Location 1:

Banners at Location 1 are hung over the highway and must have written permission from the Oregon Department of Transportation (ODOT) and provide a Certificate of Liability Insurance. Submit the following to the ODOT South West Area Office, 307 Hwy 42 E, Coquille (phone 541-396-3707, fax 541-396-5321):

- **Application and Permit to Occupy or Perform Operations Upon a State Highway** (ODOT form 734-3457(2-06), available at <http://www.odot.state.or.us/forms/odot/highway734/3457.pdf>). **See attached form for specific information to include.**
 - Highway name and route number: US-101 / Oregon Coast Hwy / 9
 - Highway number: 009
 - County: Coos
 - Between or near landmarks: City of Coos Bay, Visitor Information Center
 - Hwy. reference map: N/A
 - Designated freeway: No
 - In U.S. Forest: No
 - (X) Miscellaneous operations and/or facilities as described below.
 - Mile Point: 238.31
 - Description: Banner hung over Highway 101
- **Certificate of Liability Insurance** showing General Liability Insurance coverage of at least \$500,000, with ODOT listed as being additional insured.

After the form has been approved and signed by the authorized ODOT representatives, submit both the form and the insurance certificate to the Community Development Department. *The approval must be on file prior to the banner being dropped off.*



APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS :

KEY#

GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER US 101 / Oregon Coast Highway / 9			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER 009	COUNTY Coos	Coos	<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS City of Coos Bay, Visitor Information Center			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP N/A	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	
APPLICANT NAME AND ADDRESS			<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
FOR ODOT USE ONLY					
BOND REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND		
INSURANCE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE		

DETAIL LOCATION OF FACILITY(For more space attach additional sheets)

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS STATION TO	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
238.31		N/A		BOTH					

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES
Banner hung over Highway 101

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? YES [OAR 734-55-100(2)] NO [OAR 734-55-100(1)]
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: _____ OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: _____ SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.
CALL BEFORE YOU DIG 1-800-332-2344

COMMENTS - ODOT USE ONLY

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE X		TITLE	DATE
APPLICANT SIGNATURE X	APPLICATION DATE	TITLE	TELEPHONE NO.
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.			DISTRICT MANAGER OR REPRESENTATIVE X
			APPROVAL DATE