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](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.**
APPLYING TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY
See Oregon Administrative Rule, Chapter 734, Division 55

GENERAL LOCATION

<table>
<thead>
<tr>
<th>HIGHWAY NAME AND ROUTE NUMBER</th>
<th>PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>US 101 / Oregon Coast Highway / 9</td>
<td>Pole Line</td>
</tr>
<tr>
<td>HIGHWAY NUMBER</td>
<td>COUNTY</td>
</tr>
<tr>
<td>009</td>
<td>Coos</td>
</tr>
<tr>
<td>BETWEEN OR NEAR LANDMARKS</td>
<td>City of Coos Bay, Visitor Information Center</td>
</tr>
<tr>
<td>HWY. REFERENCE MAP</td>
<td>DESIGNATED FREEWAY</td>
</tr>
<tr>
<td>N/A</td>
<td>YES</td>
</tr>
</tbody>
</table>

APPLICANT NAME AND ADDRESS

MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW

BOND REQUIRED

INSURANCE REQUIRED

AMOUNT OF BOND

SPECIFIED COMP. DATE

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

<table>
<thead>
<tr>
<th>MILE TO POINT</th>
<th>MILE FROM POINT</th>
<th>ENGINEERS STATION TO</th>
<th>ENGINEERS STATION</th>
<th>SIDE OF HWY OR ANGLE OF CROSSING</th>
<th>DISTANCE FROM CENTER OF PVMT</th>
<th>BURIED CABLE OR PIPE</th>
<th>SPAN LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>238.31</td>
<td>N/A</td>
<td>BOTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS):

- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?
  - YES [OAR 734-55-025(6)]
  - 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.


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

APPLICANT SIGNATURE

DISTRICT MANAGER OR REPRESENTATIVE

734-3457(2-08)