



NOTE: If you need an ADA compliant copy of this form, please contact us at 352-735-7151.

OVERHEAD BANNER PERMIT APPLICATION

Application is hereby made to the City of Mount Dora for authority to display a temporary overhead advertising banner across a city street for a City or Non-Profit Sponsored Events.

WEEKS REQUESTED: _____ **FROM:** _____
(One or two weeks only, Monday through Sunday) **TO:** _____

ACTIVITY (Name of activity or event to be advertised)

ACTIVITY DATES: _____ **STARTS:** _____ **ENDS:** _____

SPONSORING NON-PROFIT ORGANIZATION:

Name: _____
Address: _____
City: _____ **State** _____ **Zip** _____
President/Officer _____
Title _____
Phone No: (____) - _____ **E-mail:** _____

PERMIT APPLICANT:

Name: _____
Address: _____
City: _____ **State** _____ **Zip** _____
Phone No: (____) - _____ **E-mail:** _____

REQUESTED LOCATION FOR BANNER: (Only one banner allowed per event)
PLEASE REVIEW BANNER REQUIREMENTS BEFORE SELECTING A LOCATION

- Donnelly @ 9th Avenue (30-ft max*)
- 5th Avenue @ Baker Street (30-ft max*)
- 5th Avenue - East of Clayton (28-ft. max*)

BANNER DIMENSIONS: **HEIGHT:** _____ **Inches** **WIDTH:** _____ **Feet**

ADVERTISING COPY: (Indicate complete wording of banner)

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BANNER REQUIREMENTS:

1. Banner Height: minimum 30 inches, maximum 42 inches;
Banner Width: * maximum 30 feet at Donnelly at 9th Ave. & 5th Ave. at Baker St.; *maximum 28 feet at 5th Ave - East of Clayton.
2. Banner must have four ¼” stranded nylon or polypropylene ropes attached at top and bottom corners of banner that will span fifty (50) feet across street (e.g. two top ropes plus banner width = 50 feet). No twine or plastic-coated wire will be accepted.
3. Banner must include ½” eyelets at least every twenty-four (24) inches of banner width (top and bottom).
4. Banner must include cut half moon shapes every thirty-six (36) inches of lineal width for wind loading. The cuts must be equivalent to half the height of the banner (e.g. 36” height must have 18” cut).

PERMIT CONDITIONS:

1. Banners are only allowed for City and/or Non-Profit Sponsored Events. For the purpose of this Permit and in conformance with the Land Development Code, a Non-Profit is a “fraternal, benevolent, charitable, eleemosynary, philanthropic, altruistic, civic, community, veteran, educational organization or other organization of like or similar nature.”
2. The time period for which the permit is granted is based upon a weekly period beginning on Monday through the following Sunday. The permit period for a banner will not be less than one (1) week and may not exceed two (2) weeks. Only one banner per event will be allowed due to limited locations.
3. Permits for a specific location or time period will be granted on a first-come, first-served basis. Permit applications may be submitted no earlier than twelve (12) months in advance of the event (for example: an event is scheduled for November 21, 2016; applications will be accepted no earlier than November 21, 2015).
4. Verbal requests, in accordance with #2 above, will be accepted; but space is not confirmed until an Overhead Banner Permit Application is submitted by the applicant and approved by the Public Works & Utilities Department. If the application for a verbally-requested space has not been received, and another application is received for that same space, the submitted and approved application received first in Public Works & Utilities will be confirmed for the space.
5. The City will install and remove banners on Mondays, subject to holidays, weather, and other work priorities that may delay installation or removal.
6. **The City will not install banners that do not meet the Banner Requirements or that have not been delivered to the Public Works & Utilities office at 900 N. Donnelly Street by 3:00 PM on the Thursday preceding the beginning of the time period.**
7. Applicants must pick up banners within three (3) days of removal. The City will not store banners for applicants and will not be liable for any damage or loss.
8. Direct questions to Public Works & Utilities: Phone 352-735-7151 - Fax 352-735-1539.

I, _____, hereby certify that we meet the definition of a Non-Profit and agree to comply with the above Banner Requirements and Permit Conditions.

DATE	NON-PROFIT ORGANIZATION	APPLICANT’S SIGNATURE

PERMIT APPROVAL:

DATE	APPROVED BY
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