

BANNER APPROVAL PACKAGE

NEIGHBORHOOD

This package contains:

- ✍ Procedures to Obtain Approval**
- ✍ Banner and Attachment Specifications**
- ✍ Banner Design Application for Approval form**
- ✍ Installation and Maintenance Agreement form**
- ✍ Banner Location Request form**

PROCEDURES TO OBTAIN APPROVAL FOR DISPLAYING BANNERS ON CITY OF FORT WAYNE NEIGHBORHOOD STREET LIGHT POLES

In neighborhoods, only certain poles belong to the City and some may not be approved by City Traffic Operations Sign Division for banner display. Other poles, even though they may have street lights, belong to private utilities, e.g.: AEP, Verizon and Comcast. The City has no authority to grant permission to display banners on these poles. Permission to hang banners would have to be obtained from the respective pole owners. All banners, however, that are to be displayed over public right-of-way must be approved by the City of Fort Wayne Sign Review Board and the Board of Public Works must approve the use of any City of Fort Wayne street light poles based on the recommendation of City Traffic Operations Sign Division.

It is suggested, therefore, that prior to completing this Neighborhood Banner Approval Package, a preliminary call be made to the Traffic Operations Sign Divisions Manager at 427-1224 to discuss pole availability.

Carefully read these procedures and the Banner and Attachment Specifications.

A. NEW BANNER DISPLAYS

1. Complete the Banner Design Application for Approval form, the Banner Installation and Maintenance Agreement form and the Banner Location Request form.

Artwork for proposed banners (in color and drawn to scale) must be provided for review and approval.

2. Return the three forms along with the artwork to the Traffic Engineering office located in room 740 on the 7th floor of the City-County Building, One Main Street or submit the completed forms on line per the instructions on the website. Artwork must still be delivered to the Board of Public Works office.
3. The Banner Design Application for Approval form and artwork will go to the Sign Review Board (SRB) for review and approval. Applicants are encouraged to contact the SRB staff prior to submitting the Approval Form at 427-1140, to discuss design proposals. After submitting the Approval Form applicants are urged to attend the SRB meeting which is held the third Wednesday of each month at 3:30 p.m. in the City-County Building. Applications received by the end of the first week of the month will be considered by the SRB during the meeting that month to allow for SRB staff review prior to the meeting. The SRB reserves the right to refuse a banner design.

4. When approved, the SRB will issue a Certificate of Approval which will be sent to the applicant and copied to City Traffic Operations Sign Division who will then initiate a review of the Installation and Maintenance Agreement form. When complete Traffic Operations Sign Division will report their recommendation to the applicant and schedule the Agreement for Board of Public Works approval. Banners owners should retain the SRB Certificate of Approval for use if the same banners are to be re-installed in subsequent applications.
5. When approved a copy of the agreement signed by the Board will be sent to the applicant. Banners may then be installed according to the terms of the agreement.

It is strongly recommended that no banners be produced prior to the issuance of a Certificate of Approval from the Sign Review Board and approval of the Installation and Maintenance Agreement form by the Board of Public Works.

All forms should be completed and returned as early as possible but no later than 60 days before the beginning of the month in which banners are to be displayed. The City reserves the right to deny banner service to any organization which submits late forms. Forms will not be accepted prior to one year before the banners are to be installed.

B. BANNERS PREVIOUSLY APPROVED BY THE SIGN REVIEW BOARD

1. Complete only the Installation and Maintenance Agreement form and the Banner Location Request form.
2. Return these forms, along with a copy of the previous SRB Certification of Approval or the SRB Case Number, as shown in A.2. at least thirty (30) days prior to the first day the banners are to be installed. The City reserves the right to deny banner service to any organization which submits late forms.
3. Traffic Operations Sign Division will review the forms and report their recommendations to the applicant and schedule the agreement for Board of Public Works approval.
4. When approved, a copy of the agreement signed by the Board will be sent to the applicant. Banners may then be installed according to the terms of the agreement.

NEIGHBORHOOD BANNER AND ATTACHMENT SPECIFICATIONS

- A. Dimensions:
Banner sizes may vary but must not exceed: Length 94" x Width 30".
These dimensions are from finished edge to finished edge.
- B. Material:
Woven 100% acrylic fabric of approximately 9.25 ounces per square yard
or equivalent durable, weather resistant fabric.
- C. Construction:
Constructed to withstand the forces of nature with a double stitched
finished hem at the top and bottom, open on both ends to form suitable
pole pockets to accommodate the banner masts.
- A solid brass number two (2) spur grommet is to be placed at the inner
edges on the top and bottom of the banner with the center of the grommet
within 1" of the side edge.
- Banner shall have 3 ¼" radius wind slits, spaced evenly on the vertical
centerline such that they are no more than 23 ½" from the top and bottom
of the banner and no more than 23 ½" apart.
- D. Banner Design:
Banner designs should be matched on both sides and should have simple,
bold graphics so as to be easily visible and readable to passing traffic.
- Sign Review Board approvals will be based on readability, appropriate use
of color, overall design and how well the banners will serve the interests
of the community. Commercial, for profit, private events and activities
are not acceptable for banner displays.
- Artwork for proposed banners (in color and drawn to scale) must be
provided for review and approval.
- E. Installation:
Banner top shall be no less than 16" below bottom of light fixture and
banner bottom shall be no less than 16' above road surface when banner is
on the roadway side of the pole, 10' when banner is on the side of pole
opposite roadway.
- F. Attachment:
Banner masts and brackets shall be Kalamazoo Banner Works Model
KBW3 or approved equivalent.

Brackets shall be attached to poles by means of stainless or corrosion resistant steel banding. The banding shall be no less than .030" thick and 3/4" wide. The banding shall be double wrapped around the brackets in a method approved by the manufacturer.

A heavy nylon "tie wrap" shall be installed through the grommet to the eyelet on the bracket to prevent falling in case of mast or stitching failure.

G. Display Period:

Banners identifying neighborhoods, districts and local facilities may be displayed indefinitely or until they begin to look worn or shabby.

Banners promoting events or activities may be in place no more than two (2) weeks before the event or activity nor more than one week after.

H. Location:

Banners are not permitted on ornamental light poles because of extreme wind loads produced by the banners.

Banners should be located where they are highly visible to passing traffic, especially at entrances and edges of neighborhoods and commercial areas.

Banners should not be placed where they interfere with business identity elements, the appearance of individual homes, lighting, street trees, utility lines, traffic safety, etc.

Only one banner is allowed on any street light pole in any location.

**BANNER INSTALLATION AND MAINTENANCE AGREEMENT
FOR
NEIGHBORHOODS**

This agreement made and executed this ____ day of _____, 20__, by and between _____, hereinafter referred to as the “Banner Owner” and the City of Fort Wayne, Indiana, acting by and through its Board of Public Works, hereinafter referred to as “City”;

WITNESSETH:

WHEREAS, The Banner Owner desires to display banners under the Fort Wayne Board of Public Works banner policy; and

WHEREAS, the Board of Public Works approves the use of City street light poles for the Banner Owner contingent upon the terms of this Agreement and based upon the recommendation of the Traffic Operations Sign Division Manager;

NOW THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL CONVENANTS HEREINAFTER CONTAINED, Parties agree as follows:

1. City hereby grants permission for the Banner Owner to utilize the following City street light poles for banners, including the pole bands and brackets necessary to install the banner:
(Pole I.D.#’s)

Banners may be installed after: _____

Banners must be removed by: _____

2. The Banner Owner shall be responsible for the purchase, installation and maintenance of all banner-related equipment and the banners themselves. The pole bands and brackets installed by the Banner Owner may stay affixed to the pole when banners are not being displayed.
3. Pole bands must be affixed according to specifications supplied in this package.

4. The Banner Owner shall contract with a qualified installer for the installation of pole bands, brackets and banners, who shall be familiar with and assume the hazards of working around electrical lighting and transmissions equipment, and who shall be responsible for obtaining a barricade permit for banner installation and removal.
5. The Banner Owner or its contracted installer shall contact the Traffic Operations Sign Division Manager, at 427-1224 prior to installation of banners, to schedule an inspection of pole bands and brackets. Any problems cited must be corrected before banners are installed.
6. The Banner Owner recognizes and accepts the risk of the current physical condition of the poles on which the banners are to be installed.
7. The Banner Owner understands that no commercial advertising is to appear on any banner and that if such advertising did exist, the City will require the banners to be removed from City street light poles.
8. The Banner Owner acknowledges the Board of Public Works approval and that **a new Installation and Maintenance Agreement is required whenever banners that have been removed are to be reinstalled.**
9. The Banner Owner agrees to hold the City harmless of and from any and all claims for damages, injuries, property loss or for any reason whatsoever which might arise from the installation and maintenance of said poles bands, brackets and banners, but not limited to any damage which might occur due to the maintenance of said pole bands, brackets and banners on the light poles in their existing condition.
10. In the event that any banners installed by the Banner Owner come down during the maintenance period and are recovered by the City, the City shall return banners and associated hardware to the Banner Owner by contacting:

Name: _____
Phone: _____

11. This form may be completed and submitted on line per the instructions on the website, however, a signed copy must be delivered to City Traffic Operations Sign Division, 1710 South Lafayette Street, Fort Wayne, Indiana, 46803 prior to requesting approval from the Board of Public Works.
12. SRB Certificate of Approval Case # if banner was previously approved:

IN WITNESS WHEREOF, the parties hereto have executed the above and foregoing Agreement this ____ day of _____, 20__, by signatures of duly authorized officers.

BANNER OWNER:

By: _____

Its: _____

BOARD OF PUBLIC WORKS:

Chairperson

Member

Member

ATTEST:

Approved as to form and legality:

Clerk

City Attorney

BANNER LOCATION REQUEST

NEIGHBORHOOD

Locations of poles to display banners. Please list streets and intersection limits.

Street	From	To
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

This request form must be completed and returned to the Board of Public Works office along with the Banner Installation and Maintenance Agreement form or submit the completed form on line per the instructions on the website.