



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
Phone: (360) 629-2181
Fax: (360) 629-3009

Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location only: 88th Avenue NW. Coordination of banner placement is managed by the City Clerk's Office and the Public Works Department. Additional information may be obtained by contacting the City Clerk.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Clerk's office based upon the date the application is received by the City Clerk.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed sixty (60) square feet in area.
4. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
5. Banners must be made of materials capable of withstanding a minimum of eighty (80) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength where street crew attaches the cables.
6. Applications must be received a minimum of two weeks prior to the requested placement of the banner.
7. Banners may be placed for up to ONE fourteen (14) day period. Additional time may be requested no earlier than 14 days prior to the approved placement date and will be approved only if there are no other conflicting approvals. In no case will approval be granted for longer than 28 days in any one year period. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
Banners can be picked up at the Public Works Department at: 26729 98th Drive NW.
8. The City Clerk will notify the applicant of approval, non-approval and/or date change requirements by written notice.
9. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
10. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

One million dollars (\$1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

Two million dollars (\$2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

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Applicant Name: _____

Address: _____

Phone: _____ Email Address: _____

Organization Represented: _____

24-Hour Contact person and phone number: _____

Date of requested placement (see page 1 for placement time limits): From _____ To: _____

Dates of Event: _____

Location of Event: _____

Draw; Attach Photo or Provide Draft of Banner Below:

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY		
<input type="checkbox"/> Proof of Insurance		
<input type="checkbox"/> Application Complete		
Approved <input type="checkbox"/> YES	_____	_____
<input type="checkbox"/> NO	City Clerk Authorization	Date
<input type="checkbox"/> Applicant Notified		
<input type="checkbox"/> Sent to Public Works	_____	_____
	Public Works Director Authorization	Date