

CITY OF YORK
REGULATIONS FOR INSTALLATION OF STREET BANNERS

PLEASE KEEP THIS FORM FOR YOUR INFORMATION.

BANNER REGULATIONS:

Banner must be of mesh construction or cut-outs must be provided on cloth or canvas banners to allow passage of air. **Banner manufacturer should be informed that the banner is for exterior use so that appropriate quality vinyl lettering is used.**

Banner Size: 3' wide, 20' to 30' long

Grommets: Spaced 4' apart along top of banner

"D" Rings: Provided on all four (4) corners

Rope: **Supplied by the City of York, DO NOT BRING YOUR OWN ROPE.**

APPLICATION SUBMITTAL:

❖ **Applications will NOT BE ACCEPTED until January 5, 2010 at 8:30 a.m., OR unless otherwise specified.** All requests will be granted on a "first come-first serve" basis.

❖ **Application with payment** must be submitted to the City of York, Department of Public Works, One Marketway West, 3rd Floor, York, PA 17401-1231 **no less than ten (10) business days prior to the first day of the requested display date.**

❖ **The application/permit fee is \$150.00 per requested site (\$25.00 application fee, \$125.00 permit/installation fee).** Checks should be made payable to: **City of York.** The fee includes the hanging and removal of the banner. The application will not be processed without payment.

A sketch showing the banner text and dimensions must be included with the banner application. The application will not be processed without the sketch.

❖ Upon permit approval, a copy will be sent to the applicant. The banner then may be delivered to the Sanitary Sewer maintenance building, 1625 Toronita Street, York, PA to the attention of the Building Maintenance/Electrical Bureau Superintendent. **Please notify the Building Maintenance office by calling 845-9351 to inform them as to when the banner will be delivered. Banners must be delivered two to three (2-3) days prior to the scheduled display date.** Banners delivered the day of the scheduled display date will be hung the next business day. After the requested display period has ended the banner can be picked up at the same location.

IT IS THE RESPONSIBILITY OF THE REQUESTING ORGANIZATION TO ENSURE THAT THE BANNERS ARE PICKED UP IN A TIMELY MANNER. BANNERS WILL BE HELD FOR UP TO THIRTY-DAYS (30) AFTER THE LAST DISPLAY DATE. AFTER THE THIRTY-DAYS (30) HAVE PASSED, THE BANNER WILL NO LONGER BE THE RESPONSIBILITY OF THE CITY OF YORK AND WILL BE DISCARDED.

❖ **The City reserves the right to remove a banner from the requested display location and place the banner at another location if the weather or other situations should occur that would prevent the banner from being displayed at the requested location. Application fees will not be refunded.**

❖ **REFUNDS:** The \$25.00 application fee (per location) will not be returned on all refunds requested by the applicant. If the City would need to cancel your reservation, a full refund will be issued.