

BANNER RESERVATION APPLICATION

ABOUT THE BANNER RESERVATION APPLICATION

The City of Sammamish offers the opportunity to display banners on the 200 block of 228th Ave NE for specific purposes and organizations, as detailed in the eligibility section below. There are two poles, Northbound and Southbound. The fee is to hang on one side only.

Completed, accepted applications with paid fees are processed on a first-come, first-served basis. Applications are accepted no more than one year before the posting date.

Organizations are limited to no more than five banner postings per year.

ELIGIBILITY TO APPLY FOR A BANNER RESERVATION

Community-based groups that are not-for-profit or non-profit organizations with an IRS 501 (c or d) status that are not political in nature, as well as government organizations, are eligible to apply for a banner reservation.

See Banner Reservation Eligibility Details on page 2 for more information.

FEES

Applicants cover the direct costs of banner installation and removal, while the City covers the application fee and additional liability insurance. Banners posted for less than 14 days incur the same banner fee.

Return calls or emergency removal due to banner failure are additional charges not included in the banner fee. The applicant will be charged based on time, equipment, and materials.

FEES APPLICABLE TO THIS PROJECT

Banner Fee (one-sided or two-sided banner)

[See current fee schedule](#)

The banner fee is to hang on one side of the street (Northbound or Southbound). If selecting both Northbound and Southbound, you will need to pay the banner fee twice.

Questions?

[Contact the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

BANNER RESERVATION APPLICATION

ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Contact Name: _____ Title: _____
(if applicable)

Phone: _____ E-Mail: _____

Organization status: Non-Profit/Not-for-Profit per IRS (sec 501 c or d) Government

INSTALLATION INFORMATION

Banners are posted for 14 days. Installation typically takes place on Tuesdays with removal two weeks later.

Desired Installation Date: _____ Beginning Date: _____ End Date: _____

Banner locations (please mark the appropriate box(es)):

North-bound lanes, 228th Ave NE (200 block) South-bound lanes, 228th Ave NE (200 block)

BANNER RESERVATION ELIGIBILITY DETAILS

In order to apply for a banner reservation, an organization must be:

- A not-for-profit/non-profit that is non-political with an IRS designation as a Section 501 (c or d);
- Promoting an event in Sammamish/the immediate region providing civic, cultural, educational, philanthropic, or service opportunities to Sammamish residents (including related fundraising); and
- Community-based or have a significant number of city-based members or participants.

OR

The event or message must be City-sponsored and meet the standards below:

- The event receives grant funds from the City;
- The sponsoring organization has a contractual relationship with the City relating to the event and/or is receiving in-kind services from the City relating to the event;
- The applicant is either the City itself or the City is a member of the organization which is not-for-profit/non-political in nature.

Interpretations:

- A non-partisan educational/candidate forum, sponsored by any not-for-profit/non-profit group, like the League of Women Voters, PTSA, etc., is not a political event for the purposes of this policy.
- Advocacy regarding any position on an issue before a legislative, legislatively created body, or judicial body, whether or not the issue is on a public ballot, is not permitted.
- Information advising of a public meeting, hearing, or other event before a legislative, legislatively created body, or judicial body that is neutral on the merits of the issue being covered is permitted.

I have read and understand the above information.

Applicant initials: _____

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BANNER STANDARDS

Standards for Language, Symbols, or Logos Used on the Banner

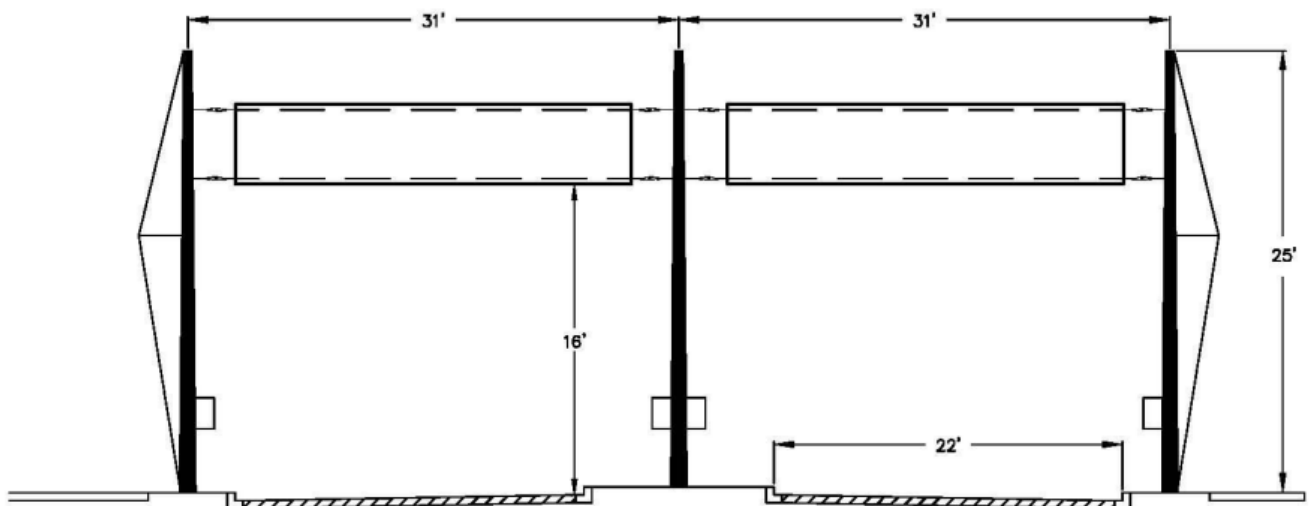
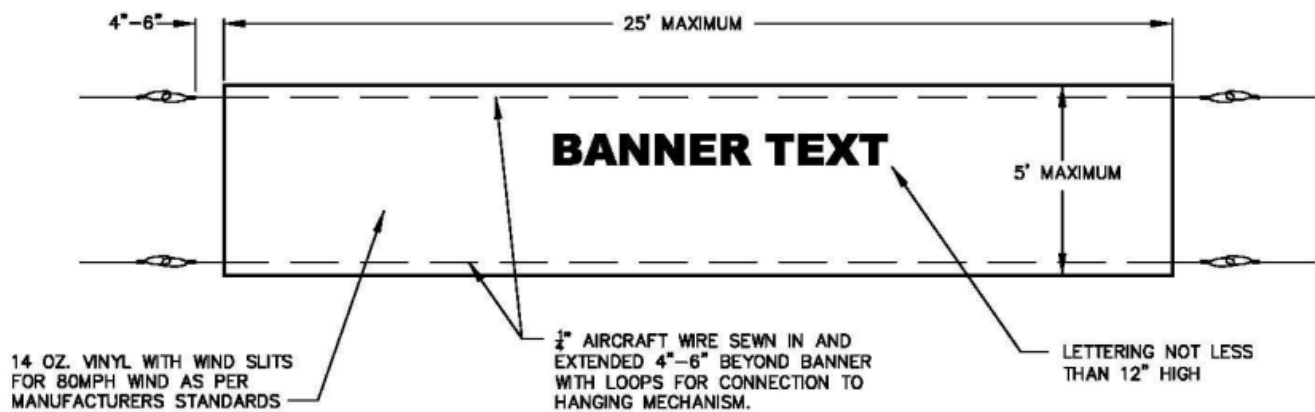
- No political, religious, or for-profit messages.
- Not-for-profits/non-profits, including religious organizations, may use a banner for fundraising purposes. This shall not prohibit display of the name and corporate symbol of a sponsor of an event on the banner.
- The message may not be offensive or inappropriate.
- Letter size shall be not less than 12 inches in height. This includes event name, organization, dates, and places. Logo and sponsor names may be any height.
- Banners are not to be illuminated, have any attention-getting lights, or contain any wording or symbols similar to those found on official traffic control signs or devices. (RCW 46.61.075 and 47.36.180)

I have read and understand the above information.

Applicant initials: _____

INSTRUCTIONAL DIAGRAMS

Banner Sizing and Materials Specifications (not to scale)



228th Avenue SE

BANNER RESERVATION APPLICATION

SUBMITTAL CHECKLIST

A PDF of each document is required at the time of submittal. Please label files as numbered and listed below:
(For example: 02 Copy of IRS designation)

- 01. Photo or drawing of proposed banner
- 02. Copy of IRS not-for-profit or non-profit designation (if applicable)

BANNER REFUNDS

The City is not responsible for damage or destruction caused by wind, ice, and other factors. The City has the right to remove banners if there is sufficient time to do so, before an adverse weather event to protect the banner, the banner mechanism, and the public. If this occurs, the banner fee will not be refunded.

If the banner mechanism is broken or otherwise inoperable, the City may consider refunding the installation fee. All other risks are solely the applicant's.

I have read and understand the above information. **Applicant initials:** _____

BANNER DROP OFF AND PICK UP

Once the application has been approved, the banner must be dropped off and picked up at the below location between the hours of 9 am – 3 pm:

City of Sammamish Maintenance & Operations Center
1801 244th Ave NE
Sammamish, WA 98074

Drop Off - Banners may be dropped off at the location above up to 14 days before installation, but no later than one week before the installation date.

Pick Up - Banners must be picked up at the location above within 14 days of removal.

I have read and understand the above information. **Applicant initials:** _____

CERTIFICATIONS & SIGNATURES

I certify that the information provided in this application, including any supplemental information, is complete and accurate to the best of my knowledge. I have read and understand the banner material specifications and standards and confirm that the organization I represent intends to meet these standards.

Applicant Signature (if applicable): _____ Date: _____

Please see Online Submittal Instructions on next page.

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ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.

- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.

- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Sign	Any Project Type	Temporary Sign	Street Banner

- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.