Cross-Street Banner Permit

Received By _____
Date _____
Time _____

I. Application (Refer to General Information Guide Sheet)

A. List Event to be Advertised: _____

B. Applicant/Organization Information:

1. _____
(name of individual making application)

_____
(P O Box or street)

_____
(city/state/zip)

_____ _____
(home phone) (work phone)

2. _____
(name of organization if applicable)

_____
(P O Box or street)

_____
(city/state/zip)

_____ _____
(fax number) (**email address**)

C. Location and Dates Requested:

1. **Location** (check only one) ❑ **Main St @ Woodlawn Cemetery** ❑ **Grand Ave @ South Illinois Ave**
2. **Display Dates** (circle day and enter dates) ***From*: S - M - T - W - Th - F** _____ mo _____ day _____ yr

***To*: S - M - T - W - Th - F** _____ mo _____ day _____ yr

D. Banner Message:

1. **Please enter proposed banner message below:** (as near to proposed as possible)

2. **List Dimensions**
(3 ' x 30 ' ; 90 ft^2 recommended)
Length _____ ft.
Height _____ in.
Area _____ ft.^{2}

E. Applicant Authorization and Banner Installation Fees: (see General Information Guide Sheet for amount)

1. **Submitted herewith is the application for the Cross-Street Banner Permit, which is accompanied by applicant's**
❑ **Check** ❑ **Money Order** ❑ **Business PO #** _____ ❑ **SIU P-Card #** _____ **payable to the City of Carbondale in the amount of $**_____
2. I understand, that once the permit is approved, the fee is non-refundable after expiration of thirty(30) days prior to the installation date. Additionally, I do hereby agree to the terms and conditions listed in the General Information Guide as printed and attached hereto, and do hereby request approval of this permit and theat the City of Carbondale make installation in accordance with the dates as specified herein and the terms and conditions of the General Information Guidelines.
3. **Signature of Applicant or Agent** _____ **Date** _____

II. Staff Review:

1. **Is application complete and message acceptable ?** Yes No
2. **Are dimensions acceptable?** Yes No
3. **Is requested time frame available ?** Yes No
4. **Is proper fee included ?** Yes No

➜ 5. **Permit Recommended for** ❑ **Approval** ❑ **Denial** _____ **Date** _____

Comments: _____

III. Permit Approval:

➜ 1. **Permit**
❑ **Approved**
❑ **Denied - Fee to be Returned**

_____ **Date** _____
(City Manager)