



5 West Main Street, Springville NY 14141 592-4936

Overhead Banner West Main St Location Permit Application

Please Print:

Applicant

Organization Name _____

Contact Name _____

Contact Address _____

Contact Phone _____ Fax _____

Email _____

Banner Manufacturer _____

Address _____ Phone _____

Requested display dates: Install _____ Remove _____

(Note: dates are subject to availability. Banner may be on display for one two-week period per year. **Application must be submitted to the Village at least 4 weeks prior to ordering the banner**)

Fee: \$100.00 (check payable to Village of Springville must accompany application)
There will be a onetime waiver of the fee per Applicant for a first hanging.

Banner Design: see attached specifications. Drawing and specs must accompany this application.

Location: West Main Street near Rachel Lane

Insurance: Name of insurance Company _____
(proof of insurance must accompany this application)

Agreement:

(1) To the extent permitted by law, the applicant agrees to hold the Village of Springville (“the Village”) harmless and indemnify the Village for all claims, losses, damages, injuries, or costs, including but not limited to attorneys’ fees, resulting from, caused by, and/or otherwise arising from the display of the banner detailed in this application.

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(2) The applicant agrees to name the Village as an additional insured on its contract of insurance for the display of the banner referenced in this permit application. The applicant shall provide the Village with an endorsement showing the existence of valid insurance naming the Village as an additional insured. The applicant's insurance must be primary and non-contributory to any insurance maintained by the Village. The applicant agrees to maintain insurance naming the Village as an additional insured for the duration of the term of this contract.

(3) The Village reserves the right to determine the period of time any banners will be displayed by the Village. As such, the Village reserves the right to remove any banner should it be determined that the condition of the banner poses a concern to the health and safety of the general public and/or to the structures and/or property on Main Street. The applicant is not entitled to any reimbursement of the application fee or the cost of the banner should the banner be removed on a date earlier than otherwise agreed upon in this application.

(4) The applicant agrees to assume all responsibility for any damage to property owned by the Village resulting from, caused by, and/or arising out of the display of the banner detailed in this application. To the extent permitted by law, should any damage to property owned by the Village result from the display of the applicant's banner, the applicant agrees to pay all reasonable costs associated with repair and/or replacement of the damaged property.

I certify that I have read the banner requirements/limitations / procedures/agreement and hereby agree to them.

Applicant's Signature

Date

Village Office Use

Date Application filed: _____

First Design Inspection: _____: approved _____ denied _____

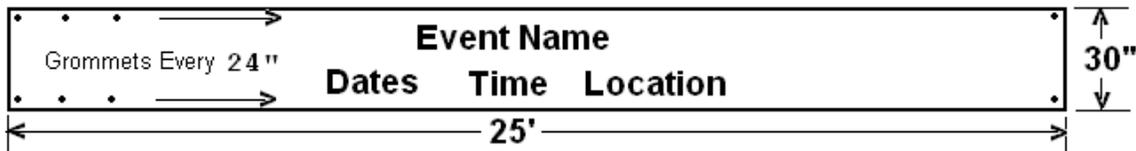
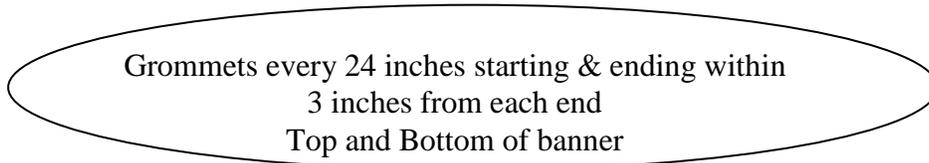
Second Design Inspection (if applicable): _____: approved _____ denied _____

Application sent the NYSDOT: _____: approved _____ denied _____

...Building Inspector additional comments on back...

Diagram and Specifications

- **Content:** Banners shall announce community wide events only. Business or corporate names, logos, and products are prohibited.
- **Banner Material:** must be vinyl material specifically designed for large outdoor banners, at least 15 oz thick material, 25 feet by 30 inches, with reinforced grommets every 24 inches along the top and bottom.
- **Scale Drawing:** An illustrated scale drawing in color of banner text and design is required at time of application submittal



Permit Procedure

Permissible Banner Events: Overhead Banner will be permitted to advertise community wide events. Community wide events are those special events that have an approved Special Events Permit, and that are cosponsored by at least two organizations in the Village. Events must occur within the Village limits. If Overhead Banner space is available after permitting community wide events, banner permits may be issued for fundraising or performance events hosted by a single nonprofit organization. No more than two overhead banner permits may be issued to a nonprofit organization for fundraising or performance events in a calendar year.

Jurisdiction: Village of Springville and New York State Department of Transportation. Permits are issued only through and to the Village of Springville.

Application: Complete and submit Permit Application and all supporting documentation: insurance documentation, scale drawing with specs, and check for \$100.00 fee. **There will be a onetime waiver of the fee per Applicant for a first hanging.**

Submission dates: Application must be received 4 (four) weeks prior to ordering the banner. When requested dates conflict or overlap, the date of submission will apply.


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Design Inspections and Approval: Banners are subject to design standard inspections. The Code Enforcement Officer may approve applications of banners if authorized by the Board of Trustees. Local Law §150-23 provides the Board of Trustees with the approval of overhead banners. Also, NYSDOT must approve the design and content of the banner.

Time Limit of Banner Display: Display of the banner is limited to one two week period once per calendar year

Design Inspection Process

For New Banners

Submit completed banner application and fee, scale drawings and specs and insurance documentation and WAIT FOR APPROVAL. Banners are expensive. Do not have the banner manufactured before you receive final approval. Once your application has been approved have the banner manufactured. Bring the new banner to the Code Enforcement Officer for inspection. Plan ahead and allow for 4 weeks approval time by the Village and NYSDOT.

For Returning Banners:

Please bring in last year's banner which must first be inspected by the Code Enforcement Officer for code compliance, wear and tear in the mesh and fabric, weakness in grommets, or any defect that would render the banner unsafe for installation. Return the banner to the manufacturer for repair, or event date change. The Code Enforcement Officer must complete a Second Inspection on the repaired banner before installation

Installation Information

Installation: Only the Village Electric Division will install the banners at the approved location.

Daily Inspection: The Code Enforcement Officer or a Village Electric lineman will inspect the banners while they are displayed to assure continued safe installation.

Right of Removal: The Village reserves the right to immediately remove any banner without prior notification should it be determined a safety hazard.

Removal: The Village Electric Division will remove the banner at the end of the permitted time.

Banner Pick Up: Applicants must pick up the banner from the Village Electric Division at 51 Nason Blvd not later than 5 days from the date of removal.

Permits are issued only through and to the Village of Springville

No partial or incomplete applications will be accepted. You must submit insurance documentation, design drawing, and fee.


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Banners are expensive. Allow for sufficient planning time in the permitting process. Time for manufacturer repair or update may take longer than Village time requirements.