



City of South Miami
Public Works & Engineering Department
4795 SW 75th Avenue
Miami, Florida 33155
Telephone: 305-403-2063 Fax 305-668-7208

Pole Banner Application

(Application must be completed and delivered to Public Works Department)

Date: _____ Work Order No.: _____
Applicant Name: _____
Applicant Phone: _____ Mobile: _____
Fax: _____

Banner(s) installation period: From: _____ to _____
Installation Location(s): _____

Acknowledgement / Condition

Applicant understands that the Banner(s) Installation Period is an estimate. Installation and removal dates are based on workload.

Applicant understands that installation location(s) are approximate location (s). The installation location(s) is/are based on a site availability and degree of difficulty.

Applicant agrees to pick up banner(s) within seven (7) days after the event. The City may discard the banner (s) after the specified period.

The City is not responsible for the condition of the banner(s) during this period.

The cost for the installation of pole banner will be \$_____.

Applicant:

Name (Print) _____

Signature: _____ Date: _____

Received by:

Staff (Name) _____

Staff Signature: _____ Date: _____



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Policy and Procedure

Banner Over Right-of-Way

1. Applicant must contact Planning Department to complete application.
2. All temporary signs shall be approved by the Planning and Zoning Department which may consider the type of lettering, color, location or compatibility of the proposed sign.
3. Planning Department shall submit completed and approved application to the City Manager for final approval.
4. Applicant shall deliver the banner(s) and receipt of payment to Public Works Department.
5. All banners and installation accessories must be delivered to Public Works Department 7 days before the banner installation date.
6. When the banner(s) is/are delivered, applicant shall execute a receipt to acknowledge approximate date of banner(s) installation and removal. The applicant shall agree to pick up banner(s) within 5 days of the date notified that the banner(s) is/are ready for pickup.
7. Public Works Manager or designee shall schedule the banner(s) installation by staff or approved vendor.
8. The banner(s) shall be removed after the event by staff or approved vendor.

(N) Banners over Rights-of-Way.

(1) Organizations wishing to display a banner over rights-of-way in the City of South Miami must submit a "Banner Request" application to the Planning Department at least thirty (30) days in advance of the banner installation date. event.

(2) The city manager will review all requests and will determine whether the request conforms to the following guidelines:

(a) Only not for profit organizations may display banners;

(b) Banners for no more than three (3) special events shall be displayed at any given time;

(c) Banners may only be displayed ten (10) to fourteen (14) days before the advertised event takes place, and banners must be removed within five (5) days after the end of the event.

(d) Banner design, artwork, color, size, proposed location and wording must be approved by the city manager, and must be submitted along with request.

(3) The organization displaying a banner must provide proof of public liability insurance naming the City of South Miami as additionally named insured for the period of time banner is displayed.

(4) The organization requesting the banner shall pay a fee established in the city's adopted fee schedule. in advance, or the actual cost incurred by the city to hang and remove the banner, whichever is greater. Local entities within the City of South Miami, or events that are held within the municipal boundaries of the city will be eligible for a 50% discount of the established fee. The city commission may adjust this fee from time to time in order to reflect the current costs of installation. The city or one (1) of the firms approved by the city to hang and remove the banners will be the only entities performing this task.

(5) Banners shall be dropped off for installation and picked up after removal at the City's Public Works Department at times determined by the Public Works Department. It is the applicant's responsibility to collect their banners within five (5) business days following the event. The Public Works Department shall dispose of all banners not picked up by the applicant within the specified time frame. Banners not delivered and/or picked up in a timely manner may incur an additional fee for installation or storage.

(Ord. No. 1-91-1466, 1-15-91; Ord. No. 9-92-1504, 5-19-92; Ord. No. 4-93-1533, 6-1-93; Ord. No. 18-93-1544, §§ 2, 3, 11-16-93; Ord. No. 19-96-1619, § 1, 10-1-96; Ord. No. 6-98-1654, § 3, 4-21-98; Ord. No. 9-99-1683, §§ 2, 3, 5-4-99; Ord. No. 22-01-1753, § 1, 10-2-01; Ord. No. 10-07-1911, § 1, 5-1-07; Ord. No. 02-10-2027, § 1, 1-14-10; Ord. No. 17-11-2090, § 1, 4-19-11; Ord. No. 15-13-2162, § 1, 7-2-13)