



# 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. \_\_\_\_\_ 2. \_\_\_\_\_  
(name of individual making application) (name of organization if applicable)

\_\_\_\_\_  
(PO Box or Street) (PO Box or Street)

\_\_\_\_\_  
(city/state/zip) (city/state/zip)

\_\_\_\_\_  
(home phone) (work phone) (fax number) (email address)

**C. Location and Dates Requested**

1. **Location** (check only one)  Main St. @ Woodlawn Cemetery  U.S. Rt. 13 @ Oakland 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<sup>2</sup>) Length \_\_\_\_\_  
ft. Height \_\_\_\_\_  
in. Area \_\_\_\_\_  
ft.<sup>2</sup> \_\_\_\_\_

**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 applicants;

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 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 \_\_\_\_\_ Date \_\_\_\_\_  
Fee to be Returned (City Manager)

