



# City of Fort Worth OVER-THE-STREET BANNER APPLICATION

Name of applicant/organization \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Location(s) requested:**

Intersection of Main Street & 3<sup>rd</sup> Street

Intersection of W. 7<sup>th</sup> Street & Florence Street

**Posting dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Banner promotes:** \_\_\_\_\_

**Company installing and removing banners:** \_\_\_\_\_

*(Company must submit insurance and obtain a Street Use Permit prior to installing banners.)*

Contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Installation date:** \_\_\_\_\_ **Removal date:** \_\_\_\_\_

**Your request will be processed when the following information is received:**

- Completed banner application
- Color graphic of the banner design
- Insurance certificate in the amount of \$1 million general liability naming the City of Fort Worth as an additional insured
- A check made payable to the City of Fort Worth in the amount of \$200 (per location)

**Authorized signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Location, posting dates and design approval confirmation will be sent to applicant.**

Credit Card Type: (Check one) \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_

**TRANSPORTATION AND PUBLIC WORKS DEPARTMENT**  
**STREET PERMIT CENTER \* 311 W. 10<sup>th</sup> St. \* Fort Worth, TX 76102**  
 (817) 392-6594 FAX (817) 392-8941

**Office Use Only**

Received \_\_\_\_\_

Proof of Non-Profit Status \_\_\_\_\_ Banner Design Submitted & Approved \_\_\_\_\_ Insurance Received \_\_\_\_\_

Permit Fee Received - Amount \$ \_\_\_\_\_ Confirmation Sent \_\_\_\_\_



## **POLICY GOVERNING TEMPORARY USE OF OVERHEAD STREET BANNERS**

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The following policy shall govern the consideration of requests for the use of overhead street banners:

The City Council authorizes and directs the Transportation and Public Works Department's Traffic Engineering Division to review and to permit the use of overhead street banners in compliance with the following requirements:

- a. Civic associations, fraternal organizations, non-profit organizations including professional and trade associations, may be permitted to install overhead street banners temporarily and not to exceed a period of 15 consecutive calendar days.
- b. All overhead street banners shall be erected by a firm covered by a public liability, personal injury and property damage insurance policy, which insurance policy shall be issued by an insurance company acceptable to the City. Such policy shall be in the amounts of not less than \$50,000 for injury to one person, \$100,000 for injuries to two or more persons resulting from or arising out of one accident, and \$50,000 for property damage. The City of Fort Worth shall be named as an insured in such policy.
- c. No overhead street banners shall be erected by any firm not having a Sign Erector's Bond on file in the City Secretary's Office.
- d. A permit fee in the amount of \$200 per permit shall be required to cover the cost of policing and regulating.

Adopted by the City Council:  
December 16, 1963 (M&C G-578)