

APPLICATION/PERMIT FOR ERECTION OF FLAGS, BANNERS & HOLIDAY DECORATIONS
ON CITY FACILITIES

1. NAME of person completing application ("Applicant"):

(An application executed on behalf of a corporation must be executed by the President, an application executed on behalf of a Partnership must be executed by a Partner and an application executed on behalf of an unincorporated Association must be executed by its President, a Trustee or a Board member.)

Local Address: _____

Telephone No. _____ E-Mail Address _____

If applying on behalf of an organization, state:

Name of Organization ("Permittee"): _____

Address of Permittee: _____

Office or capacity of Applicant in Organization: _____

2. Applying for erection of flags _____ banners _____ holiday decorations _____

3. Information concerning flags, banners or holiday decorations

(a) Erection Date: _____

(b) Removal Date: _____

(c) Size: _____

(d) Material: _____

(e) Description of flags, banners or holiday decorations:

(f) Locations (identify by building name, street name, etc.):

(g) Attached to:

(i) Building _____

(ii) Signal Pole _____

(iii) Street Light Pole _____

(iv) WRABA Poles _____

4. Person or entity responsible for erection and removal* of flags, banners or holiday decorations:

(a) Name _____

(b) Address _____

(c) Phone # _____

*Removal of banners shall include all support cable

5. Prior to the issuance of this permit, the Applicant or Permittee shall obtain a certificate of insurance for general liability in the amounts of one million dollars. Said certificate of insurance shall name the City, its officers, employees, agents, assigns and volunteers as additional insured. If permit is for location #3 or #4, include the Market Building Partners LP, its officers and agents as additional insured also. Said certificate of insurance shall be filed with the City's Risk Management Office more than ten (10) calendar days before the first day of display of any holiday decoration, flag or banner erected by the Applicant or Permittee.

6. The Applicant and the Permittee hereby agree to erect the above described items subject to the requirements of Sections 30-109 thru 30-113, Code of the City of Roanoke (1979), as amended, which require, among other things, that:

(a) Application shall be completed and submitted at least thirty (30) calendar days prior to the time proposed for the erection of flags/banners/holiday decorations.

(b) Under no circumstances shall the size or shape of any holiday decoration, flag or banner interfere with the visibility of any traffic control device from ground level, the movement of traffic or the illumination of streets. No banner shall, at any point, be less than seventeen (17) feet above ground level.

(c) The Applicant or the Permittee for such a permit shall obtain any and all necessary permissions for the erection and maintenance of a flag, banner or holiday decoration from any affected private property owners.

(d) The Applicant and the Permittee shall indemnify, keep and hold harmless, the City, its officers, agents and employees from any and all claims, legal actions, judgments or liabilities, and for any expenses incurred, including attorney fees, arising out of the erection maintenance or removal of each holiday decoration, flag or banner.

Permittee: _____

By: _____

Signature of Applicant

Its: _____

Title, Position or Office

Signature(s) and printed name of owner(s) of affected property (Properties) to which banners are to be fastened (if applicable). In addition, please indicate the affected property being signed for.

Print: _____

Print: _____

Location: _____

Location: _____

Signature: _____

Signature: _____

Approval of Insurance: _____
City's Risk Manager

SPECIAL CONDITIONS OF APPROVAL (if applicable):

APPROVAL AS TO FORM: _____ Date: _____
City Attorney

APPROVED: _____ Date: _____
City Manager

APPROVED AS TO EXECUTION: _____ Date: _____
City Attorney

Please return application to: Traffic Engineering Office
City of Roanoke
1802 Courtland Road, N.E.
Roanoke, VA 24012

copy: Applicant
Communications

Revised 2/4/2019