

The policy regarding banners for the Woodbridge goes back many years. Typically the Planning Department would review the proposed banners for consistency with specifications of the sign code. In addition, there is an unwritten policy that all banners should promote community special events, or governmental and non-profit agencies.

Current sign code requires that the signs not exceed 3'x12'. It also requires that banners be at the Public Works Department, 3735 Owl Creek Road on the Friday before the requested scheduled approved installation and are taken down immediately thereafter events or are allowed only to be hung for a maximum of two weeks. Also banner requests are taken on a first come first serve basis and installations are done on Monday of each week. The Road Division requires brass grommets for all signs, to ensure stable installation. There is a \$70 charge per banner, per installation, per two weeks effective March 1, 2004.

Banners will be permitted for:

- Special Events
- Fairs
- Non-profit organizations
- Government organizations
- SRA sponsored events
- Festivals
- Conference & Welcome groups
- Charity events
- Community events

The Public Works Department will be responsible for ensuring consistency with this policy. Banners cannot be stored at the Operations Facility. It is the responsibility of the owner of the banner to retrieve it from the Public Works Department immediately after taken down and any loss or damage is not the responsibility of the Public Works Department.

Name of Organization \_\_\_\_\_

Description of Banner \_\_\_\_\_

Name Of Representative \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Date to hang banner \_\_\_\_\_

Date to take banner down \_\_\_\_\_

Banner picked up by \_\_\_\_\_

\$70 Banner Fee Paid \_\_\_\_\_