



Date of Application: _____

Special Event Street Banners Permit Application

Number

*Please submit request to install banners at least thirty (30) days in advance of the proposed installation date. (Note: requesting organization or business should be based in or serve the City of Costa Mesa.) ***Also, please submit required documentation along with application.***

Name of Organization(s)		Phone ()
Name of Applicant		Phone ()
Address		
Fax Number	E-mail (if any)	
Type of Event <div style="text-align: right;"><input type="checkbox"/> Holiday Banner <input type="checkbox"/> Special Event Banner</div>		
If "Special Event Banner," please explain benefit to the community		
Date(s) of Event		Number of Banners (60 maximum)
Company Installing Banner	Banner Company Phone Number	
Banner Dimensions (not to exceed 18 square feet)	Banner Installation & Removal Dates (max. 60 days to display) From: _____ To: _____	

PORTION BELOW TO BE FILLED OUT BY CITY ONLY

*Items Required from Applicant	Yes	No
Proof of Non-Profit Status (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Insurance/Indemnification (attached)	<input type="checkbox"/>	<input type="checkbox"/>
Street Light Banner Location Map (attached)	<input type="checkbox"/>	<input type="checkbox"/>
Banner Design Specifications Plan (attached) (Colors; Copy; Dimensions; & Sponsor Copy Information, including letter heights and total area)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Contract for Banner Installation & Removal (attached)	<input type="checkbox"/>	<input type="checkbox"/>
Fee: \$115.00 (Make check payable to: City of Costa Mesa)	<input type="checkbox"/>	<input type="checkbox"/>

FINAL APPROVAL AND AUTHORIZATION OF STREET LIGHT BANNER(S) BY:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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_____ CITY MANAGER

_____ DATE

Approval shall be subject to the provisions in the License Agreement between the City of Costa Mesa and Southern California Edison.

Comments or Conditions:

**AS OF JULY 12, 2010, PLEASE CONTACT THE DEVELOPMENT
SERVICES DEPARTMENT, PLANNING DIVISION, AT
(714) 754-5245 FOR STREET BANNER PERMIT PROCESSING
INFORMATION**