



Engineering Department  
281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580

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970.221.6378 - fax  
[fcgov.com/engineering](http://fcgov.com/engineering)

## Vertical Banner Requirements

Section 24-1 of the Code of the City of Fort Collins allows banners to be placed along select streets on city light poles, subject to the approval of the Engineering Department. The following policies and procedures have been established to allow citizens to promote community activities, celebrations and events with the use of banners.

### Locations:

See attached sheets for vertical banner locations.

### Cost:

There is no fee for this permit.

### Subject Matter:

Banners may only convey a non-commercial message and promote community activities, celebrations or events. Business logos will not be permitted.

### Permit Applications:

- Permit applications can be obtained from the City of Fort Collins Engineering Department at 281 North College Avenue.
- All dates are available on a first come, first served basis. Dates may be reserved no earlier than nine (9) months prior to the date the banner is to be hung.
- Banners can be hung in each location for fourteen (14) days, per event, per year.
- All approved banners will be installed and removed on Mondays only (excluding Holidays).
- The permit holder is responsible for arranging installation and removal of all banners and for bearing the associated costs. Safe working conditions and traffic control measures must be followed during installation and removal.
- Banners are only to be hung on City of Fort Collins Utility streetlight poles and in locations approved by the City of Fort Collins Engineering Department.
- *The permit holder must agree to hold harmless, defend and indemnify the City of Fort Collins from and against any and all claims of liability arising from the installation, maintenance or failure in any manner of the banner.*

### ■ NOTE

The City of Fort Collins and/or or any contractors hired by The City of Fort Collins shall not be responsible for any damage to the applicant's banner. Signature on this permit releases the City of Fort Collins and/or any contractors hired by the City of Fort Collins from any liability with regard to banner damage.

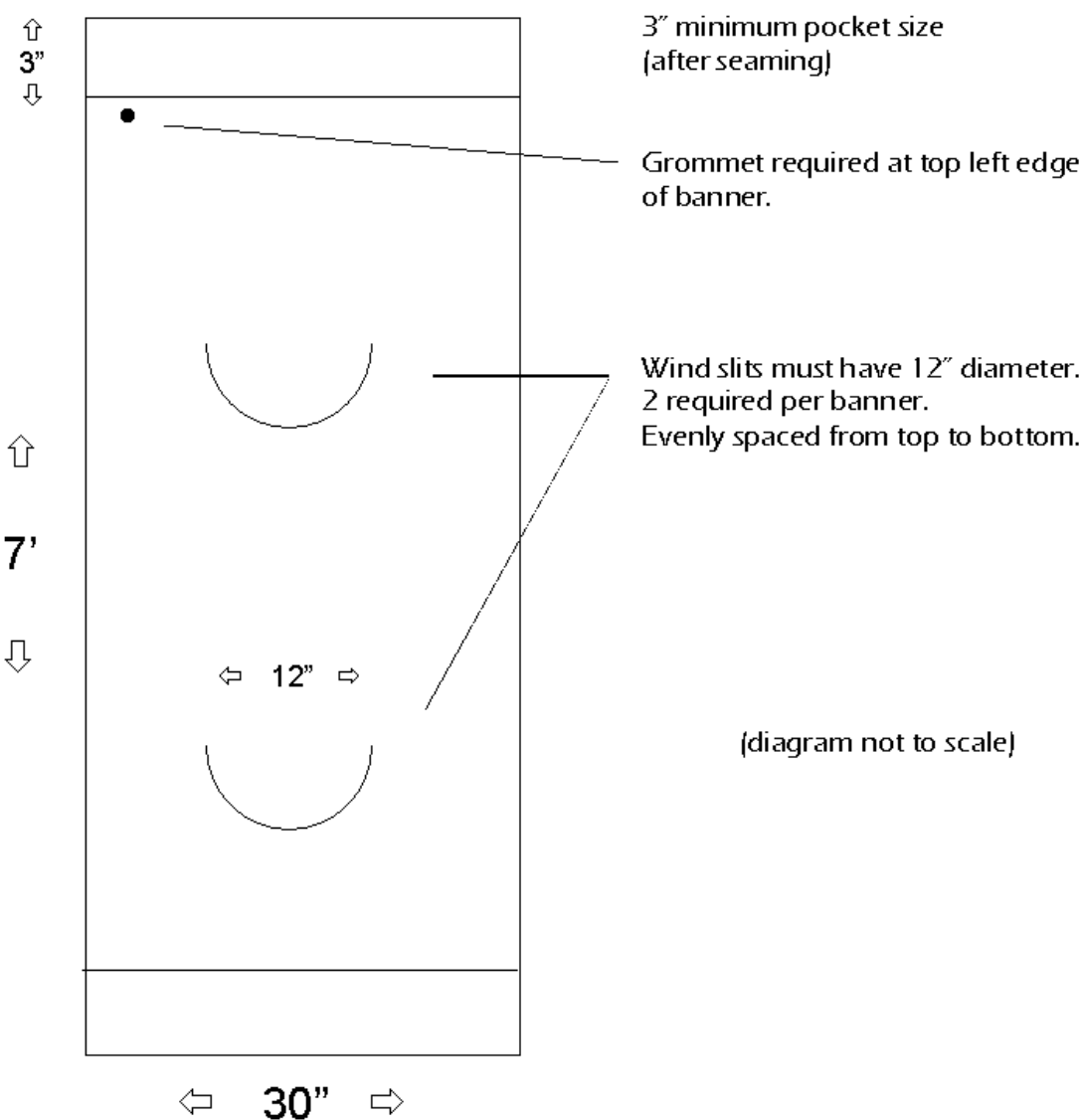
### Banner Design:

- Banners shall not exceed thirty (30") inches in width or seven (7') feet in height.
- All banners must be made of fabric or non-rigid material. Canvas or reinforced vinyl is recommended.
- A reinforced grommet shall be fixed in the top left corner of the banner.
- Two (2) twelve (12") inch half circle slits for air flow should be cut into the surface of the banner (see diagram).
- Message may be placed on both sides of the banner.
- The maximum mounting height must not exceed eighteen (18') feet to the center of the banner.
- Banners and mounting must be designed so that they will not scar or damage poles. Mountings may not be permanently attached to poles.
- The City of Fort Collins may order the immediate removal of any banner and/or mounting which has not been approved or installed in accordance with these requirements.

### ■ NOTE

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Vertical Banner Specification





## Permit Application for Vertical Banners

**A scaled drawing or sketch of the banner MUST be submitted with application.**

**Banners may only convey a non-commercial message and promote community activities, celebrations or events. Business logos will not be permitted.**

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Company installing/removing banners: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested display dates (start/end): \_\_\_\_\_ to \_\_\_\_\_

Location(s) (please see map at <https://gisweb.fcgov.com/verticalbanners>):

- |                                 |                                 |                                  |                                 |                                 |
|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> ES866  | <input type="checkbox"/> ES783  | <input type="checkbox"/> ES2689  | <input type="checkbox"/> ES1260 | <input type="checkbox"/> ES1376 |
| <input type="checkbox"/> ES2117 | <input type="checkbox"/> ES2123 | <input type="checkbox"/> ES2535  | <input type="checkbox"/> ES9804 | <input type="checkbox"/> ES1989 |
| <input type="checkbox"/> ES2859 | <input type="checkbox"/> ES509  | <input type="checkbox"/> ES3424  | <input type="checkbox"/> ES3374 | <input type="checkbox"/> ES5320 |
| <input type="checkbox"/> ES141  | <input type="checkbox"/> ES5524 | <input type="checkbox"/> ES13901 | <input type="checkbox"/> ES6900 |                                 |

Approval: \_\_\_\_\_ Date: \_\_\_\_\_