

CITY OF SAN MARCOS BANNER PERMIT
SAN MARCOS ELECTRIC UTILITY DIVISION
1040 N. TEXAS STATE HWY. 123, SAN MARCOS, TX. 78666
512/393-8300

APPLICANT INFORMATION FOR TEMPORARY BANNER

Organization Name: _____ Daytime Phone No. _____

Mailing Address: _____

Email Address: _____

BANNER INFORMATION

Banners are permitted only for non-commercial or charitable events that are of general interest to the community as a whole.

Description of Event or Activity being advertised: _____

Wording of Banner: _____

(University Dr. @ Strahan and Guadalupe St.@ Tuttle require approval by the Texas Department of Transportation) located at 1710 Airport Hwy. 21, at 353-1061

University Drive @Strahan Coliseum (TXDOT) _____

Guadalupe St. @Tuttle Lumber Co (TXDOT) _____

S. LBJ Drive @ Compass Bank _____

Sign to be erected on _____ Removal of sign on _____

*Banners go up and come down on Mondays; Banners must be up for 14 days at a time

Printed Applicant's Name _____ Date Submitted _____

TO BE COMPLETED BY STAFF

Approved: _____ Fee _____ Paid _____

Denied: _____ Reason _____

Reviewed by: _____ Date: _____

GENERAL INFORMATION

Banner signs located over public right-of-way are limited to community information and are restricted to three locations within the city limits.

- A. University Drive@ Strahan Coliseum / Requires TxDot approval
- B. Guadalupe Street @ Tuttle Lumber Company / Requires TxDot approval
- C. South LBJ Drive@ Compass Bank

1 San Marcos Electric Utility (SMEU) employees install and remove banners. This work is typically performed on Mondays, dependent on work load & weather conditions.

2 Banners must be delivered to the SMEU office at 1040 Hwy 123 by **NOON on THURSDAY** before the date requested or they will not be installed on Monday. **NO EXCEPTIONS**

3 Reservations are made on a first-come, first-serve basis as applications are approved. Telephone reservations are not accepted. Banner permits must be mailed or delivered in person with check or money order for \$400.00 within (7) days of TXDOT approval. Banner permits may be filled out on line & submitted directly to TXDOT for their approval.

4. The S. LBJ location application may be mailed directly with a check payable to City of San Marcos. Mail to City of San Marcos/Electric Utility Division, Attn: S. Kinsfather 630 E. Hopkins St, San Marcos, Tx. 78666. **NOTE:** You may check with SMEU @ 512.393-8302 to check on availability for your event date first, before submitting paperwork.

5. The banner will remain up for 14 days per location. Each organization is limited to one location at a time, with a maximum of 90 days per calendar year. When the banner is removed, the applicant is responsible for picking up the banner from the SMEU office within 4 days. Signs left longer than the 4 day period may be thrown away. We will not store banners in our office.

6. Standard banner size is 4' x 36'. **MESH BANNERS ONLY.** Banners must meet the attached specifications. All the ropes on the banner should be at least ¼" nylon rope, 100' long top and bottom. Any banner that breaks while up will be removed and not reinstalled. Banners that do not meet specifications will not be accepted.

7. Applicant may begin reserving location for the following year beginning November of every year. For information regarding temporary banner signs contact the SMEU Admin office @ 512.393.8302.

8. The Texas Department of Transportation is located at 1710 Hwy. 21, San Marcos, Tx. Telephone #512.353.1061. Fax is 512.353.1117

Your signature is confirmation that you have read and understood the temporary banner sign information listed above. Thank you for your submittal.

PRINT NAME: _____

SIGNATURE _____

DATE _____



ACTUAL EVENT DATE(S): _____

Application for Use of State of Texas Right of Way for Temporary Signs for Special Events

Please print or type information

To the Texas Department of Transportation (TxDOT) Date: _____
c/o Area Engineer Austin _____, Texas

This form must be received at least 7 days prior to proposed use on the right of way.

Applicant _____ proposes to place a sign within the right of way of Highway _____ Location _____ in _____ County, Texas.

Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet.

The temporary structure/vehicle will be placed _____ feet from the roadway and will have the following characteristics:

Mounting Height 18' 5" Thickness _____
Sign Dimensions (Height, Width, Length) _____
Sign Material Mesh _____
Sign Support Dimensions _____
Sign Support Material Utility Pole _____
Proposed Text _____

Background Color _____ Legend Color _____

The right of way will be used FROM DATE _____ TO DATE _____ (maximum of 60 days) and the nature of the event is _____

The sponsor of the event, if applicable, is _____

I will avoid or minimize impacts, and will, at my own expense, restore or repair damage resulting from this event.

I will be responsible for any damages or accidents that may occur during the term of this permit and save TxDOT and the State of Texas harmless.

I will abide by all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restrictions required by TxDOT to protect natural and cultural resources of the right of way.

If this event causes hazardous traffic conditions to develop, I will cease the activity until corrective measures have been implemented.

It is expressly understood that TxDOT reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.

By signing below, I agree to the conditions/provisions included in this application. I am authorized to sign on the behalf of the organization holding the event.

Applicant _____
By _____
Title _____
Signature _____

Mailing Address _____
City, _____ State _____ Zip _____
Area Code _____ Telephone Number _____

Approval

Name of Applicant _____	
Control Number _____	Section _____
Highway Number _____	County _____
Start Date of Agreement _____	Termination Date of Agreement _____

Signs must be constructed of heavy cardboard, plastic, fabric mesh or plywood, no thicker than ¼ inch.

An approved sign must not:

- exceed 16 square feet in placed on the roadside to inform the traveling public;
- exceed four square feet if used to guide participants in a bicycle or pedestrian event;
- extend more than three feet beyond the pavement edge if the sign is a banner; or
- imitate or resemble any official traffic sign, signal, or device.

An approved sign may not be placed:

- in a location where it may prevent the driver of a vehicle from having a clear and unobstructed view of official signs and approaching or merging traffic;
- on any highway appurtenances, including, but not limited to bridges, traffic control devices, official signs, sign supports, and light standards, poles, and delineators;
- on a tree or other natural feature;
- less than 18 ½ feet (clear) above the pavement if the sign is a banner placed over the pavement; or
- closer to the pavement edge than official highway signs, except for those signs used to guide participants in a bicycle or and pedestrian event.

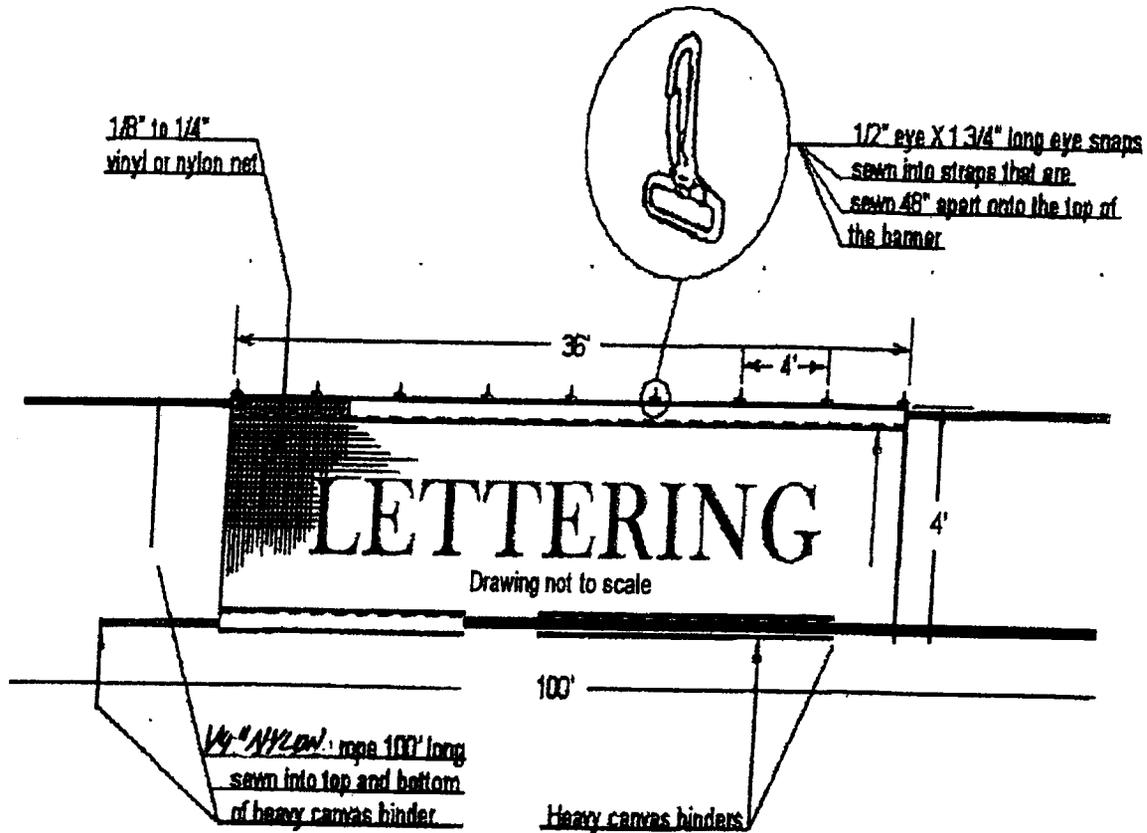
TxDOT reserves the right to remove a sign if it becomes a hazard due to inclement weather, inadequate maintenance, accidental damage, or other hazardous cause. A sign approved for temporary use may not be erected more than 24 hours prior to the event. However, if the sign is a banner it may be installed no more than 30 days prior to the event.

It is understood that a sign must be removed within 24 hours of the completion of the event; except banners shall be removed within seven days of the completion of the event. A special event sign not removed within the allotted time is subject to removal by TxDOT and the applicant is liable for removal and disposal costs.

It is expressly understood that TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway. In the event the party fails to comply with any or all of the requirements as set forth herein, the approval may be revoked and TxDOT may take appropriate action.

Name of TxDOT Representative _____	Address _____
Title _____	_____
Signature, TxDOT Representative _____	City, _____ State Zip _____
Date of Final Approval _____	Area Code Telephone Number _____

SPECIFICATIONS & DETAILS FOR OVER THE STREET BANNERS



NOTE: Lettering may only be stitched on netting & shall not cover more than 25% of the banner surface.

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