



RIGHT-OF-WAY (ROW) USE PERMIT REQUESTS BANNERS

INFORMATIONAL PACKET

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Right-of-Way Use Banner Application

City of Auburn Engineering Division

Permit #: _____

Name of Organization: _____

Officer/Agent/Person Requesting Permit & Title: _____

Address: _____ City/State/Zip: _____

Daytime Phone: _____ Email: _____

Purpose of Banner: _____

Location Requested: Main Street: _____ BNSF Rail Bridge: North Side: _____

Date(s) Requested: _____ South Side: _____

The Department requires the name and daytime telephone number of three (3) responsible persons, any of which can be contacted at any time during the life of the permit in the event the need arises.

Name: _____ Daytime Phone: () _____

Name: _____ Daytime Phone: () _____

Name: _____ Daytime Phone: () _____

Date: _____

Signature of Applicant _____

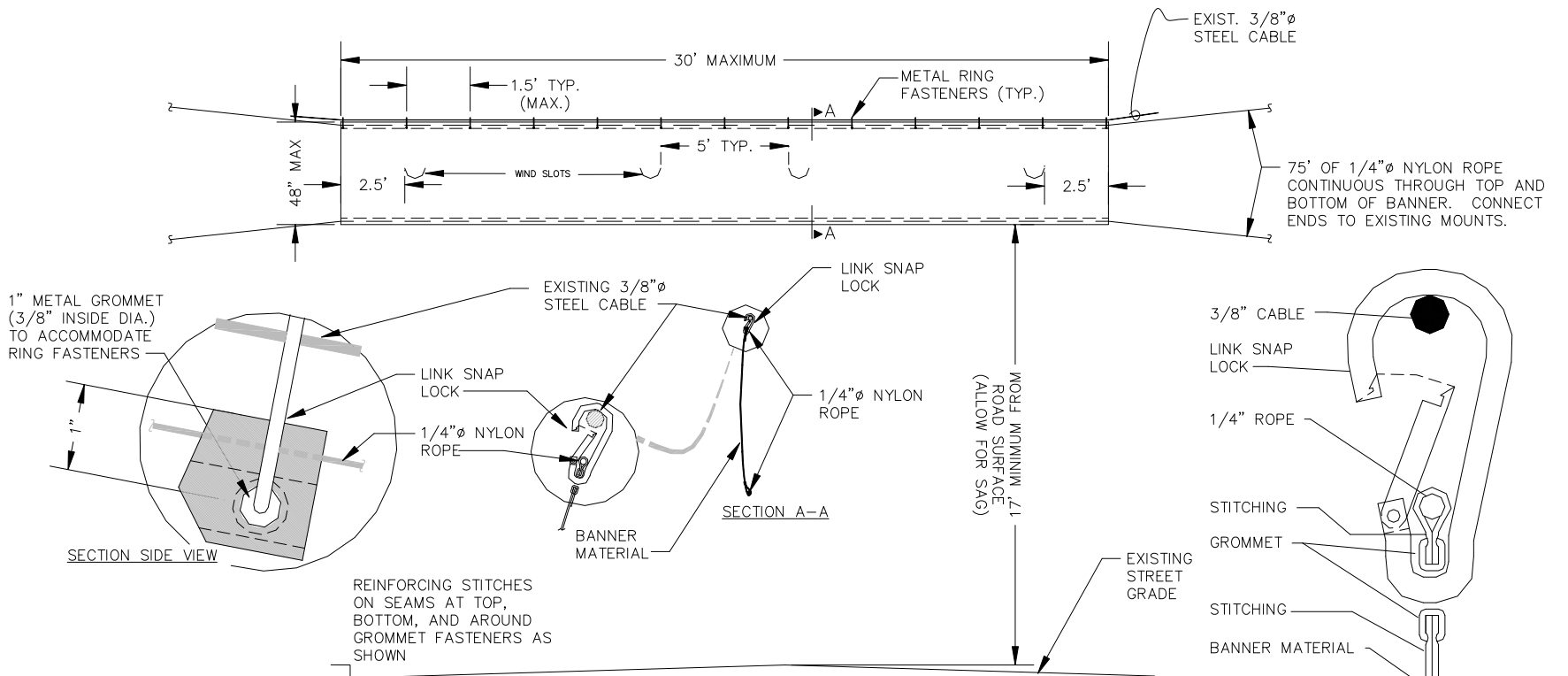
Documents Required:

- Permit Application Fee (\$30.00)
- Initialed Notice to Applicant
- Signed Hold Harmless Agreement

NOTES AND/OR CONDITIONS

- 1) This permit does not constitute approval or compliance with the rules, regulations, or requirements of any other jurisdiction, which may relate to the above project.

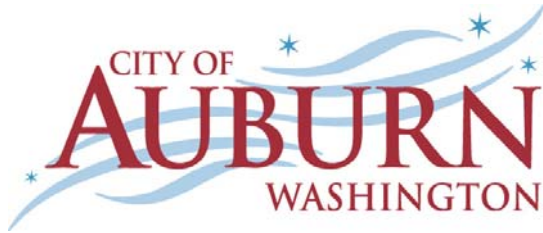
For all questions, contact Amber Mund at 253.804.3120 or email amund@auburnwa.gov



NOTES:

- 1) WIND SLOT SHALL BE 6" DIAMETER HALF CIRCLE, MINIMUM. THEY MAY BE LOCATED IN AREAS WHICH DO NOT DETRACT FROM THE BANNER.
- 2) WIND SLOTS SHALL BE SPACED ONE SLOT PER 5 FT. OF BANNER LENGTH
- 3) BANNER SHALL BE DURABLE TEARING RESISTANT MATERIAL, I.E., NYLON, ETC.
- 4) BANNER SHALL BE CONNECTED TO EXISTING CABLE WITH DETACHABLE METAL RINGS, CURTAIN TYPE RINGS WILL NOT BE ALLOWED.
- 5) REINFORCING STITCHES SHALL BE PROVIDED ON SEAMS AT TOP, BOTTOM, AND AROUND GROMMET FASTENERS AS SHOWN.
6. WIND SLOTS SHALL HAVE REINFORCING SEAMS AROUND FULL SLOT LENGTH TO PREVENT TEARING.
7. METAL RINGS SHALL BE SUBMITTED FOR APPROVAL AT TIME OF APPLICATION FOR PERMIT.
8. BANNER CONSTRUCTION SHALL BE APPROVED BY THE ENGINEERING DIVISION PRIOR TO ISSUANCE OF PERMIT.

3-1/4" LINK SNAP LOCK (20)
NOT TO SCALE



Right-of-Way Use Application

Notice to applicant

Right-of-Way Use Permit # _____

1. Applicant acknowledges receipt of "General Conditions for issuance of Right-of-Way Use Permits"

Applicant's initials: _____

2. Applicant acknowledges that Right-of-Way Use Permit application fees are non-refundable.

Applicant's initials: _____

3. Applicant is responsible for planning in advance of the requested permit to allow sufficient time for City review and determination that the application is complete and adequate for providing a staff recommendation and forwarding to the Public Works Committee for consideration.

Applicant's initials: _____

4. Applicant understands that submittal of an application and payment of the application fee does not guarantee approval of the permit or limit in any way the conditions the City may place on the permit, if approved.

Applicant's initials: _____

5. Applicant is solely responsible for providing all elements of the application as the City determines is necessary to provide a complete and adequate application.

Applicant's initials: _____

6. Applicant acknowledges full responsibility for any liabilities arising from their use of the right-of-way.

Applicant's initials: _____

GENERAL CONDITIONS FOR ISSUANCE OF BANNER RIGHT-OF-WAY (ROW) USE PERMITS

BANNERS

Street banners of a non-political nature advertising community events sponsored by a non-profit organization may be installed at a pre-designated location within the 200 block of East Main Street, for a period not exceeding two (2) weeks in duration.

Requests to install banners shall be made by submitting a Right-of-Way Use application to the City Engineer who shall have the authority to administer the issuance of any such permits. The application shall be made on forms provided by the City Engineer and issuance of any such permit shall be subject to insurance requirements, bond requirements, hold harmless agreements and other administrative details as administered by the City Engineer.

Banners shall conform to the City of Auburn Standard Detail. Banners must be delivered to the Engineering Division in City Hall, 25 West Main Street, at least three (3) working days prior to the scheduled installation for inspection by Engineering Division personnel for conformity to Standard Banner Detail. In the event a banner requires emergency attention by the City of Auburn, the City will remove the banner, notify a person listed on the permit, and hold item or items at the Maintenance and Operation Yard (1305 "C" Street SW) for pickup. If a minor problem comes to the attention of the City, the problem (at the discretion of the City) may be corrected and permittee notified of further corrections, if necessary. Failure to make necessary corrections may result in removal of the banner.

FEE SCHEDULE

An application fee for a Right-of-Way Use Permit for a banner is not required; however, a permit fee of \$30 shall be paid at the time the application is filed.

REFUNDS

Banner permit fees are non-refundable.

APPROVALS

All ROW Use Permit Applications (except for applications requesting a banner on East Main Street, haul route, or dumpster) shall be reviewed by City staff and approved by the Public Works Committee and City Engineer.

CONTACT INFORMATION

For questions regarding the ROW Use Permit Applications please contact Amber Mund, Engineering Aide, Auburn Public Works Department, at 253.804.3120 or send an email to: amund@auburnwa.gov.

Auburn Public Works Department (253) 931-3010

Office hours are Monday through Friday, except holidays, 8:00am-5:00 pm.

If you have an emergency while using the right-of-way, outside of the Public Works Department's normal business hours, please call 911.