

Application for Banner Installation Request Checklist

Note: Applicants must submit their application at least four (4) weeks prior to event to ensure PennDOT approval

Please consider the following rules for requests, outlined in Resolution No. 2021-23 before submitting your request:

Council considers the requests for the use of parks, streets, or other city-owned properties under the jurisdiction of the City Council in the following order of precedence:

1. Individual Resident
2. Resident Businesses
3. Resident Nonprofits
4. Nonresident Individual
5. Nonresident Nonprofit

For individuals, businesses, and nonprofits not meeting the criteria for individual resident, resident business, or resident nonprofit as defined in the Resolution, the following rules apply to requests to City Council:

- Applicant must show that the municipality to which the applicant is a resident has received the same application for service or permit request, and that the municipality to which the applicant is a resident has denied the request from the applicant.
- The applicant must show that the request serves a county-wide purpose by gaining endorsement from the majority of Clinton County Commissioners at a regular or special meeting of the board of commissioners and provide a letter from the Chief Clerk of Clinton County notifying the city of the commissioners' endorsement of the request
- If approval is granted for the use of a park, street, or other city owned property and a cost is incurred by the city, then the applicant must provide written assurance of its intent to cover all costs to make the city taxpayers whole upon being invoiced for those costs.

Costs may include, but are not limited to:

- Time and labor for installation
- Materials
- Use of machinery

If approved by Council, the following criteria must be met for banners:

- The height of the banner must not be greater than 36 inches
- Grommets must be placed in all four corners and the corner areas reinforced.
- Grommets must be placed along the top edge of the banner to secure the cable.
Preferably, this top edge is also reinforced.

Other items that must be included when dropping off the banner:

- A minimum of 50 feet of "75 lb" cord
- A minimum of 25 plastic zip wire ties

Banners are to be dropped off at Hope Hose Fire Company, 124 E Church St, Lock Haven.



Date of Submission: _____

**City of Lock Haven
Application for Banner Installation**

Applicant's Name: _____ Applicant's Organization: _____
(if applicable)

Applicant/Organization _____ Phone: _____
Address: _____ Email: _____

Other Contacts: _____ Phone: _____ Email: _____
_____ Phone: _____ Email: _____

Dates of Installation: From: _____ To: _____

Description of Banner: _____

Is applicant organization a non-profit? Yes No

Applicant's Signature: _____ Date: _____

**Return this application to the Director of Community Life's Office
20 E Church St, Lock Haven, PA 17745
or email at kcampbell@lockhavenpa.gov**

OFFICE USE ONLY: Date of Council Action: _____ PennDOT Application Filed on: _____ Approval Received on: _____ Authorization to install by: _____ Date: _____
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