

Street Banner Applicants: *You are advised to check with KLPD before this permit is issued to assure they have space available to hang your banner at the time you need it.*

You **MUST** review the Temporary Street Banner Policy (revised 3/26/13) on reverse side.



Town of Kennebunk Temporary **Street Banner** Application & Permit

Today's Date _____

Map/Lot _____ Zoning District _____

APPLICANT INFORMATION

Applicant Name _____

Organization _____

Mailing Address _____

Phone Number _____

SKETCH/VERBIAGE OF BANNER:

Blank area for sketch/verbiage of banner.

Date/s of Event _____

SIGN DESCRIPTION (Provide Drawing)

Height _____ Width _____

Height: 2.5'/Width: either 10' or 20'

Temporary Banner Permits are Valid for **Thirty (30) days from Issue Date.**

(Note: See KLPD for their availability for banner space.)

A maximum of six (6) Temporary Sign/Banner Permits may be obtained within a twelve (12) month period.

Temporary Banner Fee: \$30.00 ea

For Office Use Only

LEVEL:

- Group based in Kennebunk, with event held in Kennebunk
- Group based in Kennebunk, with event held outside Kennebunk (in an abutting Town)
- Group based outside Kennebunk, with event held in Kennebunk
- Group based outside Kennebunk, with event held outside Kennebunk (in an abutting Town)

Issue Date _____

Permit # _____

Permit Valid for 30 days from _____

Banner Location _____

Building Inspector/Authorized Person

Date _____ Fee Paid _____

Proof of Insurance Received ____/____/____

I hereby acknowledge that I have read this application and state that the above is correct. I agree to comply with all Town Ordinances and State Laws regulating signs.

Signature of Owner or Authorized Agent

code\permitapplications\TempBannerPermitApplication 121227

**TOWN OF KENNEBUNK
TEMPORARY STREET BANNER POLICY**

1. The organization requesting the banner and holding the event must be a non-profit or a governmental entity.
2. The banner space availability will be based on the prioritization listed below. Space is on a first come basis under this prioritization ladder:
 - Level 1 - Group based in Kennebunk, with event held in Kennebunk
(Note: in the event that the Town of Kennebunk seeks to hang a banner during a time that has been requested by another organization, the Town shall receive priority)
 - Level 2 - Group based in Kennebunk, with event held outside Kennebunk (in an abutting Town)
 - Level 3 - Group based outside Kennebunk, with event held in Kennebunk
 - Level 4 - Group based outside Kennebunk, with event held outside Kennebunk (in an abutting Town)
 - a. Temporary banner permits are valid for thirty (30) days from issue date
 - b. A maximum of six (6) temporary sign/banner permits may be obtained within a twelve (12) month period.
 - c. Fees are set by the Board of Selectmen
3. All banners shall meet the following requirements:
 - a. Dimensions: Height: must be 2 feet 6 inches (or banner will not be hung) Length: 10 feet or 20 feet
 - b. Materials: Vinyl, with slash vents for air flow
 - c. Grommets:
 - o must be on both the top and bottom of the banner
 - o should be $\frac{1}{2}$ – $\frac{3}{4}$ inches in size
 - o should be spaced no less than 16 inches and no more than 24 inches apart
 - d. Double sided
 - e. "D" rings must be installed at the corners
4. There shall be no advertising on the banner, other than the identification of sponsors of the event.
5. The organization requesting the banner shall provide evidence of liability insurance in the minimum amount of \$400,000 and shall have the Town of Kennebunk listed as an additional insured on the certificate of insurance. Evidence of insurance must be provided before the banner is approved.
6. A banner shall be hung for two weeks per event (or for the time period specified in the Kennebunk Light & Power District Banner Placement Guidelines).
7. The organization shall indicate whether the banner is to be placed on York Street (Route 1) or Fletcher Street (Route 35). The organization may request that a banner be hung at each location, but in such case will indicate its first choice. In the event that another organization requests the second location during the same period, the organization requesting two locations will only be allowed a banner at its first choice. In the event that the Town of Kennebunk seeks to hang a banner during a time that has been requested by another organization, the Town shall receive priority.
8. Except as provided in Section 7, banner placement shall be approved (provided applications and fees submitted are correct) as follows:
 - For applications received 31 days or more before the event, banner placement shall be approved based on the prioritization ladder (see Item 2 above). Example, an application received first but deemed a Level 4 can be "bumped" by a Level 3, 2, or 1 until 31 days before the event. Thirty days (or less) before the event, "bumping" will not be permitted, except by the Town.
 - For applications received 30 days or less before the event, banner placement shall be approved on a first-come basis. "Bumping" will not be permitted, except by the Town.
9. The organization is responsible for delivering the banner to Kennebunk Light & Power District (4 Factory Pasture Lane, Kennebunk) at least one week before the scheduled installation of the banner.
10. The organization is responsible for picking up its banner at Kennebunk Light & Power District no later than one week after it is removed. In no event shall Kennebunk Light & Power District or the Town of Kennebunk be responsible for storage or maintenance of the banner.
11. The fee for each banner application shall be \$30.00 (as set by the Board of Selectmen)*. KLPD does not charge for installation or removal of the banners. *Sign Fee as of 12/27/12 is \$30.00
12. Applications for banners shall be submitted to the Community Development and Codes Office for processing. Applications shall be accompanied by the required fee or will not be processed.
13. The Board of Selectmen shall have the authority to amend this policy, including the fees established in Section 11.

APPROVED: December 27, 2012
AMENDED: March 26, 2013