



**CITY OF SOUTH MIAMI  
PLANNING and ZONING DEPARTMENT  
6130 Sunset Drive, South Miami, Fl 33143  
305-663-6326**

**Banner Request Application**

Application for the purpose of requesting approval to display banners over public streets promoting events as set forth in Ordinance No. 10-07-1911; LDC Section 20-4.3(N) Attached

**Name of Not for Profit**

**Organization** \_\_\_\_\_

**Address of**

**Organization** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Title** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Briefly describe event for which you wish to display a banner in South Miami.**

\_\_\_\_\_

**Event date(s)** \_\_\_\_\_ **Location(s)** \_\_\_\_\_

**Dates banner to be displayed** \_\_\_\_\_ **to** \_\_\_\_\_

**A fee of \$300 per banner is required to cover cost incurred by the City to hang and remove the banner.**

**Received by** \_\_\_\_\_ **Check #** \_\_\_\_\_

**ATTACHMENTS REQUIRED:** **Proof of Insurance** Rec'd \_\_\_\_\_  
**Banner Design (including wording)** Rec'd \_\_\_\_\_  
**Proof of current Non-Profit Corp. Status** Rec'd \_\_\_\_\_

- Banners will be displayed 10-14 days before the advertised event takes place; banners will be removed by the City after the end of the special event.
- Banner Specifications: 30 feet long x 3-4 feet wide, 60 feet of 1/2 inch nylon rope with twenty-five (25) 14" cable ties, and the banner must have vents.
- **BANNER DROP-OFF/PICK-UP LOCATION IS AT THE CITY'S PUBLIC WORKS DEPT. 4795 SW 75 AVENUE. THE APPLICANT SHALL AGREE TO PICK UP THE BANNER(S) WITHIN FIVE (5) BUSINESS DAYS AFTER THE EVENT; OTHERWISE THE BANNER(S) WILL BE DISPOSED OF BY THE CITY.**

\_\_\_\_\_  
Applicant  
Initial

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Planning Dept. Recommendation**  Approve  Approve with Conditions  Deny

**Planning Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

**City Manager's Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

OTHER REGULATIONS

20-4.3

(N) *Banners over Rights-of-Way.*

- (1) Organizations wishing to display a banner over rights-of-way in the City of South Miami must submit to the Planning Department a "Banner Request" application at least thirty (30) days in advance.
  - (2) The city commission will review all requests and will determine whether the request conforms to the following guidelines:
    - (a) Only not for profit organizations may display banners;
    - (b) Banners for no more than three (3) special events shall be displayed at any given time;
    - (c) Banners may be displayed ten (10) to fourteen (14) days before the advertised event takes place; banners must be removed within five (5) days after the end of the special event.
    - (d) Banner design, color, size, proposed location and wording must be approved by the city commission, and must be submitted along with request.
  - (3) The organization displaying a banner must provide proof of public liability insurance naming the City of South Miami as additionally insured for the period of time banner is displayed.
  - (4) The organization must pay a ~~two hundred and fifty-dollar (\$250.00)~~ <sup>\$ 300.-</sup> fee in advance or the actual cost incurred by the city to hang and remove the banner. The city commission may adjust this fee from time to time in order to reflect the current costs of installation. The city or one (1) of the firms approved by the city to hang and remove the banners will be the only entities performing this task.
- (Ord. No. 1-91-1466, 1-15-91; Ord. No. 9-92-1504, 5-19-92; Ord. No. 4-93-1533, 6-1-93; Ord. No. 18-93-1544, §§ 2, 3, 11-16-93; Ord. No. 19-96-1619, § 1, 10-1-96; Ord. No. 6-98-1654, § 3, 4-21-98; Ord. No. 9-99-1683, §§ 2, 3, 5-4-99; Ord. No. 22-01-1753, § 1, 10-2-01; Ord. No. 10-07-1911, § 1, 5-1-07)



**City of South Miami**  
**PUBLIC WORKS & ENGINEERING DEPARTMENT**  
4795 SW 75<sup>th</sup> Avenue  
Miami, FL 33155  
Tel. 305 663 6350 Fax 305 668 7208

### **Policy and Procedure**

#### **Banner Over Right-of-Way August 2007**

1. Applicant must contact Planning Department to complete application.
2. Planning Department shall submit a resolution to the City Commission for consideration of the application and the Misc. & Document fee sheet to Public Works Department (Attention: Service Operations manager or designee).
3. If resolution is approved, Planning Department shall forward the approved resolution to Public Works Department (Attention: Service Operations manager or designee).
4. Applicant shall deliver the banner(s) and receipt of payment to Public Works Department.
5. All banners and installation accessories must be delivered to Public Works Department 7 days before the banner installation date.
6. When the banner(s) is/are delivered, applicant shall execute a receipt to acknowledge approximate date of banner(s) installation and removal. The applicant shall agree to pickup banner(s) within 7 days of the date notified that the banner(s) is/are ready for pickup.
7. The Service Operations Manager or designee shall schedule the banner(s) installation by staff or approved vendor.
8. The banner(s) shall be removed after the event by staff or approved vendor.



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4795 SW 75<sup>th</sup> Avenue  
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Tel. (305) 663-6350 Fax (305) 668-7208

**THIS APPLICATION MUST BE COMPLETED AND DELIVERED  
TO PUBLIC WORKS DEPARTMENT  
POLE BANNER**

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

Work Order No.: \_\_\_\_\_

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

Applicant Telephone #: \_\_\_\_\_

Applicant Fax #: \_\_\_\_\_

Banner (s) installation period: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of Banners delivered: \_\_\_\_\_

Installation Location (s) \_\_\_\_\_

Approved Resolution No.: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement/Condition

1. Applicant understands that the Banner(s) Installation Period is an estimate. Installation and removal dates are based on workload.
2. Applicant understands the installation locations(s) are approximate locations(s). The installation location(s) is/are based on site availability and degree of difficulty.
3. Applicant agrees to pickup banner(s) within seven (7) days after the event. The City may discard the banner(s) after the specified period.
4. The City is not responsible for the condition of the banner(s) during this period.
5. The cost for the installation of pole banners will be \$ \_\_\_\_\_

Applicant:

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

Staff (Name): \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_