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. 15-13-2162; 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. Local entities within the City of South Miami, or events that are held within the municipal boundaries of the city will be eligible for a 50 % discount of the established fee. **The deadline for submittal is at least 30 days in advance of the banner installation date.** (Ord. 15-13-2162).

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 ½ 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:** _____