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

Pole Banner Request Application

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) _____ **Display Timeframe:** _____

Banner Location			
Street Name	**Cross Street**	**Side of Street**	**Number of Poles**
		Total Number of Poles:	

Received by: _____ **Check #:** _____

ATTACHMENTS REQUIRED:

Proof of Insurance	**Rec'd** _____
Pole Banner Design (including wording)	**Rec'd** _____
Proof of current Non-Profit Corp. Status	**Rec'd** _____

- **Pole Banners will be displayed for maximum 30 days; banners will be removed by the City once the time period is expired.**
- **Fee for Pole Banner: $30 per each pole banner. Minimum fee of $300 required for up to 10 Pole Banners**
- **POLE BANNER DROP-OFF: CITY'S PUBLIC WORKS DEPT. 4795 SW 75 AVENUE**
- **POLE BANNER PICKUP: SYLVA MARTIN BUILDING, 6130 SUNSET DRIVE.**
- **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:** _____