



# Transportation Services

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## Engineering Department

### **Horizontal Banner Requirements**

Section 24-3 of the Code of the City of Fort Collins allows banners to be placed across select streets, subject to the approval of the Engineering Department. The following policies and procedures have been established to allow citizens to promote community activities, celebrations and events with the use of banners.

#### Locations:

Horizontal banners are allowed to be hung only at the following locations:

- Intersection of College and Laurel (facing north/south traffic)
- Intersection of College and Foothills Parkway (facing north/south traffic)

#### Cost:

There is no fee for this permit.

#### Subject Matter:

Banners may only convey a non-commercial message and promote community activities, celebrations or events. Business logos will not be permitted.

#### Permit Applications:

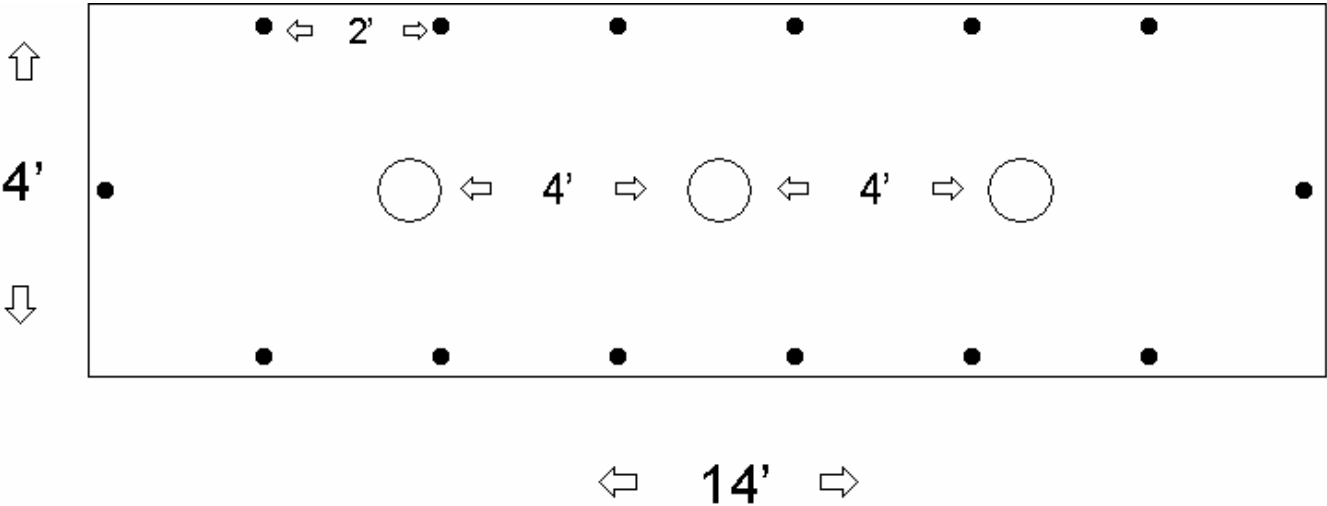
- Permit applications can be obtained from the City of Fort Collins Engineering Department at 281 North College Avenue.
- All dates are available on a first come, first served basis. Dates may be reserved no earlier than nine (9) months prior to the date the banner is to be hung.
- Banners can be hung in one location for fourteen (14) days, per event, per year.
- All approved banners will be installed and removed by the City of Fort Collins Utility Department on Mondays only (excluding Holidays). There is no fee for this service.
- After approval, the permit holder is to deliver the banner, a copy of the approved application, and twenty five (25) feet of 1/4" nylon rope to the City of Fort Collins Utility office at 700 Wood Street. The banner needs to be received at least six (6) working days before the banner is to be hung.
- Banners are to be picked up from 700 Wood Street within five (5) working days of the banner removal date.
- *The City of Fort Collins is not responsible for damages that occur to banners while hung, or for loss or damage during storage if not picked up within five (5) working days of their removal.*

#### Banner Design:

- Banners shall not exceed fourteen (14) feet in length or four (4) feet in height.
- Reinforced grommets shall be fixed in each corner and evenly at approximately two (2) foot intervals along the perimeter.
- Canvas or reinforced vinyl is recommended for banner material.
- Three (3) twelve (12") inch slits for air flow should be cut into the surface of the banner (see diagram).
- Message may be placed on both sides of the banner.

8/7/07

**Horizontal Banner Specifications**



(Diagram not to scale)



**Permit Application for  
Horizontal Banners**

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

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

**Organization Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Exact Text of Banner:** \_\_\_\_\_

\_\_\_\_\_

**Dates:**      **From** \_\_\_\_\_ **to** \_\_\_\_\_

**Location:**

- College and Laurel**                      **Max length 14 feet**
- College and Foothills Parkway**      **Max length 14 feet**

**Remember:** After approval, the permit holder is to deliver the banner, a copy of the approved application, and twenty-five (25) feet of ¼” nylon rope to the City of Fort Collins Utility office at 700 Wood Street. The banner needs to be received at least six (6) working days before the banner is to be hung.

**Approval:**

\_\_\_\_\_  
Engineering – Tracy Dyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Utilities – Tom Rock

\_\_\_\_\_  
Date