

## Application for Banner Installation

The City of Bellevue allows banners above the roadway in two locations only: the pedestrian bridges over NE 12th Street between 108th and 110th Avenues NE, and over 148th Avenue SE between SE 16th and 22nd Streets. Coordination of banner placement is managed by the Right of Way Use Division of the Transportation Department. E-mail application to [RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov).

### **Banners may be placed only under the following conditions:**

1. Banners must be for non-profit activities ONLY. Proof of IRS non-profit status may be required.
2. Applications will be accepted after January 1 for that calendar year.
3. Placement is first-come, first-served with dates reserved through the Right of Way Use Division based upon the date the application is received by the Division.
4. Approval is for ONE banner per bridge. Applicant may request a second banner two weeks prior to the approved installation date. The second banner may be approved if no conflicting banner applications have been approved. At no time will the overall number of banners exceed 4 per bridge (2 per side).
5. Banners may not exceed thirty-six (36) square feet overall, with a height not to exceed three (3) feet.
6. Banners may not include advertisement for any commercial entity unless such sponsorship is not a dominant feature of the banner. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
7. It is the responsibility of the applicant to install and remove the banner(s) on the dates required by the Right of Way Use Division. Banners may not be installed before 12:00pm (noon) on the date specified. Installation must utilize a minimum of 10 zip-ties through metal grommets on the banner. Other attachment devices may be used only under permission from the Right of Way Use Division. Neither the banner nor attachment devices may hang below the bottom of the structure bridge span.
8. Banners must be made of materials capable of withstanding a minimum of eighty (80) miles per hour windload with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew.
9. Applications must be received a minimum of two weeks prior to the requested placement of the banner(s).
10. Banners may be placed for up to ONE fourteen (14) day period. Banners must be removed by NOON on the 14<sup>th</sup> day or on the first business day\* following the event whichever is less. Additional time may be requested no earlier than 14 days prior to the approved placement date and will be approved only if there are no other conflicting approvals. In no case will approval be granted for longer than 28 days in any one year period. New applicants will have priority during any extended time period. If the banner is not removed by applicant by noon on the following business day, the banner may be removed by the subsequent event organizer and/or city staff. If banner is removed by someone other than applicant, banner should be rolled and delivered to the Right of Way Division in Bellevue City Hall. If applicant does not pick up banner within two weeks, Right of Way staff will dispose of the banner. Banners may not hang longer than 17 days without prior permission of the Right of Way Use Division.
11. The Right of Way Use Division will notify the applicant of approval, non-approval and/or date change requirements by e-mail.
12. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed and discarded. History of abuse will be considered for future banner request.
13. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:
  - One million dollars (\$1,000,000) comprehensive general liability insurance for bodily injury or death to any one person; and,
  - Two million dollars (\$2,000,000) comprehensive general liability insurance for bodily injury or death resulting from any one accident; and
  - One million dollars (\$1,000,000) comprehensive general liability insurance for property damage resulting from any one accident; andThe city shall be named as an additional insured on any policy for the purposes of any actions performed under the terms of the permit.

\* "Business day" is defined as any day the City of Bellevue is open for business.

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Applicant Name: \_\_\_\_\_ Applicant E-Mail Address: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

24-Hour Contact Phone Number: \_\_\_\_\_

Placement Site(s) Requested:

- NE 12th Street Pedestrian Bridge
- 148th Avenue SE Pedestrian Bridge
- Both Sites

Date of requested placement (see page 1 for placement time limits): \_\_\_\_\_

Draw or Provide Draft of Banner Below:

**Applicant and Represented Organization agree to hold harmless the City of Bellevue, its employee, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.**

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