



City of Cortez Service Center
110 West Progress Circle
Cortez, CO 81321

PW-2026

Date of Application: _____

REQUEST FORM BANNER INSTALLATION

This form must be filled out and returned to the Public Works Department, City Service Center, 110 West Progress Circle, Cortez, CO 81321, **thirty (30) days prior to date of banner erection.**

EXACT WORDING OF BANNER:

Location of Banner: Slavens Site _____ Centennial Site _____

Date to be Hung: _____ Date to be Taken Down: _____

CONDITIONS:

1. **MATERIALS** – Banners shall be made of **at least 90% mesh material** that allows wind flow through the banner. Additional wind pockets are recommended for large banners. Horizontal edges shall be reinforced and have grommets at a maximum spacing of three feet (3’).
2. **DIMENSIONS** – Banner width (horizontal) shall not exceed thirty feet (30’) and should be at least ten feet (10’) wide. Banner height shall not exceed four feet (4’) and should be at least three feet (3’) in height. **Minimum size - 3’ x 10’. Maximum size - 4’ x 30’.**
3. Display of banner is limited to **15 days per year per banner.**
4. The bottom of the banner will be a minimum of 20’ above the ground.
5. No commercial or private advertising is allowed. Phone number, address, website URL, and e-mail address are not allowed.
6. Messages on the banner are to be held to a minimum to reduce the distraction time to motorists.
7. Applicant shall drop off banner to the Public Works Department at the City Service Center a minimum of 48 hours prior to hanging. **Banner shall be picked up at the Service Center by the Applicant within one week of being taken down.**

ACKNOWLEDGMENT: I/we hereby state that I/we have read the above conditions and will adhere to same.

PRINT NAME of Responsible Party

Organization

Signature of Responsible Party

Phone and Fax

Email Address

Mailing Address

Date Applicant Notified of CDOT Approval / Disapproval (circle one): _____