

CITY OF SAN MARCOS
BANNER PERMIT APPLICATION
TEMPORARY BANNER

APPLICANT INFORMATION

Organization Name: _____ Daytime Phone No. _____

Mailing Address: _____

BANNER INFORMATION

Banners are permitted only for non-commercial or charitable events that are of general interest to the community as a whole.

Description of Event or Activity being Advertised: _____

Wording of Banner: _____

Banner Dimensions: _____ Total Area: _____ Fee: _____

(Fee is .25 cents per square feet – 144 sq. ft. = \$36.00. No fee is required for **non-profit organizations.**) **MESH BANNERS ONLY.** Plastic banners are not allowed.

Location Desired: (Subject to Availability. First come basis.)

(University Dr. @ Strahan & Guadalupe St. @ Tuttle require approval by the **Texas Department of Transportation located at 1710 Airport Highway 21, at 353-1061**)

- _____ University Drive @ Strahan Coliseum (TXDOT)
- _____ Guadalupe St. @ Tuttle Lumber Co. (TXDOT)
- _____ S. LBJ Drive @ Compass Bank
- _____ N. LBJ Drive @ Woods Street

Sign to be erected on _____ Removal of sign on _____

Printed Applicant's Name

Date Submitted

TO BE COMPLETED BY STAFF

Approved: _____ Fee: _____ Paid: _____

Denied: _____ Reason: _____

Reviewed by: _____ Date: _____

(See reverse side for further information)

TEMPORARY BANNER SIGN
GENERAL INFORMATION

1. Banner signs located over public right-of-way are limited to community information and are restricted to four locations within the city limits. San Marcos Electric Utility (SMEU) employees erect and remove the banners. This work is performed on **MONDAYS**. The banners must be delivered to SMEU on **THURSDAY** before the date requested.
2. Reservations are made on a **first-come, first-serve basis** as applications are approved. **Telephone reservations are not accepted.**
3. The **applicant is responsible for taking the banner and approval application** to the SMEU offices so that the banner can be erected. The banner should be taken to SMEU on the **THURSDAY** before the banner is to be erected.
4. The banner may remain a maximum of 15 days per location. Each organization is limited to one location at a time, with a maximum of 90 days per calendar year. When the banner is removed, **the applicant is responsible for picking up the banner from SMEU office within 2 weeks.**
5. Standard banner size is 4' x 36'. The fee is .25 cents per square foot, with a minimum of \$10.00. No fee is charged for banner advertising events *sponsored by non-profit organizations*. **MESH BANNERS ONLY. Plastic banners are not allowed.**
6. Applicant may begin reserving location for the following year beginning October 1 of every year. For information regarding temporary banner signs contact the Permit Center at 512-805-2630.

Your signature is confirmation that you have read and understood the temporary banner sign information listed above. Thank you for your submittal.

Signature of Applicant

Date