

# PW Street Banner Permit

Print

**Submitted by:** Kristen Slatt

**Submitted On:** 2023-02-07 09:36:31

**Submission IP:** (198.236.184.20)  
proxy-IP (raw-IP)

**Status:** Completed

**Priority:** Normal

**Assigned To:** Jean Corbin

**Due Date:** Open

**Attachments**

- [Columbia Gorge ESD Insurance.pdf](#) - 2023-02-07 09:36:32 am
- [Xpress Bill Pay - Banner Permit.pdf](#) - 2023-03-02 11:06:07 am
- [Columbia Gorge ESD COI.pdf](#) - 2023-02-07 01:50:51 pm



**CITY OF THE DALLES PUBLIC WORKS**  
1215 WEST 1<sup>st</sup> STREET  
THE DALLES, OREGON 97058  
(541) 296-5401

**Banner Permit Fee \$25**

## STREET BANNER PERMIT APPLICATION

A Street Banner Permit is required for display of a banner within the City Limits. The banner must meet all requirements and specifications in the City of The Dalles [Street Banner Permit Policy](#). Upon approval it is the applicant's responsibility to deliver the banner and all required hardware to the Public Works Department office at 1215 West 1st Street, The Dalles before the preferred date of placement. The City will place and remove the banner.

The location of the banner will be across East Second Street at the intersection of Jefferson Street, The Dalles.

**\* Date of Application:**

02/07/2023

Format: MM/DD/YYYY

**\* Applicant First Name**

Kristen

Primary First Name

**\* Applicant Last Name**

Slatt

Primary Last Name

**Contact/Responsible Party**

Kristen Slatt

If the responsible party is not the applicant

**\* Email:**

kslatt@cgesd.k12.or.us

Primary email address

**\* Contact Phone:**

5419933318

Daytime phone number

**Cell Phone:**

5419933318

**\* Name of Event:**

Preschool Enrollment

**\* Location of Event:**

1721 W 10th St, The Dalles, OR 97058

\* Type of event promoted on the banner

- ☒ Education
- ☐ Youth Event
- ☐ Fair
- ☐ Community Market
- ☐ Other Civic Event

Other Civic Event

\* Start Date of Event:

09/04/2023

Format: MM/DD/YYYY

\* End Date of Event:

09/30/2023

Format: MM/DD/YYYY

\*

☒ I, the applicant, certify that the event promoted is an activity sponsored by a user who may be any civic, charitable non-profit, government, school, social or other group promoting community events, activities, or items of special interest and not for commercial gain.

\* Preferred Date of Placement

09/04/2023

Format: MM/DD/YYYY

\* Preferred Duration:

- ☒ One week
- ☐ Two weeks

Read the Street Banner Policy [here](#).

There is a \$25 Street Banner Permit Fee.

- To pay by credit card, call the Public Works Department at (541) 296-5401. There is a processing fee.
- To pay with a check or cash, mail or deliver to the City of The Dalles Public Works Department, 1215 West 1st Street, The Dalles, 97058 during business hours, weekdays 7:00 a.m. to 4:00 p.m.

\*

☒ I, the applicant, certify that I have read and understand the Street Banner Permit Policy

\* Please indicate method of payment

- ☐ Credit Card
- ☒ Check
- ☐ Cash

\* Liability Release for Street Banner Placement

- ☐ Private Organization
- ☒ Public Agency
- ☐ Individual

\* Upload Proof of Liability Insurance

Choose File

No file chosen

The Upload Proof of Liability Insurance field is required

Liability insurance must be valid on the preferred date of placement and at least one month following the date of preferred placement.

\* Release between:

Sunshine Kids Preschool/Columbia Gorge ESD

Name of private organization, public agency or individual

hereinafter known as “the Permittee” and the City of The Dalles.

The Permittee shall hold harmless and release the City of The Dalles, its employees, agents and representatives, against any and all damages, claims, demands, action, causes of action, cost, and expenses of whatsoever nature arising from the condition of the street banner which is provided to the City for placement.

For public agencies this release applies only to the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act.

Acknowledgement of Permittee Responsibility

Failure of the Permittee to meet the requirements of this permit and the Street Banner Permit Policy will result in a Stop Work Order and possible revocation of the permit.

*By clicking submit and pasting or typing your name/signature in the signature line, you confirm you have read, understood, and affirmatively agree to be bound by the terms and conditions described.*

\* Applicant Signature

Kristen M Slatt

This permit will be considered a public document. All information submitted will be accessible to the public, in its entirety, on the City’s website.

# History

Update By: Jean Corbin Private - 3 weeks ago - #1

- Added Attachments:
  - [Columbia Gorge ESD COI.pdf](#)

Update By: Jean Corbin Public - 3 weeks ago - #2

- Changed status from **Open** to **Acknowledged**
- Sent templated email: **Permit - Application Received - Public**

Update By: Jean Corbin Private - 3 weeks ago - #3

- Changed status from **Acknowledged** to **Reviewed**
- Changed assigned user from **Public Works** to **Eric Hansen**

Update By: Eric Hansen Private - 3 weeks ago - #4

- Sent templated email: **Banner Permit - Application Accepted - Internal**

Update By: Eric Hansen Private - 3 weeks ago - #5

- Changed assigned user from **Eric Hansen** to **Jean Corbin**
- Sent templated email: **Banner Permit - Application Accepted - Internal**

9/4/2023-9/11/2023

Update By: Jean Corbin Private - 2 weeks ago - #6

Emailed customer 2/7/2023 letting them know once payment is received the permit will be issued.

Update By: Jean Corbin Public - 1 day ago - #7

- Changed status from **Reviewed** to **Payment Required**
- Sent templated email: **Banner Permit - Payment Required - Public**

Emailed customer 2/7/2023 letting them know once the banner fee has been received the permit will be issued.

Update By: Jean Corbin Public - 4 minutes ago - #8

- Changed status from **Payment Required** to **Completed**
- Added Attachments:

- [Xpress Bill Pay - Banner Permit.pdf](#)
- Sent templated email: **Banner Permit - Issued - Public**

Banner Paid \$50.00 via CC for both hanging fees.

**XPress PayTransaction Number: 194056494PT**

# Update Submission

<b>Status</b>	<b>Priority</b>	<b>Due Date</b>
Completed	Normal	
<b>Assigned To</b>		<b>Department</b>
Jean Corbin		Public Works - Divisions

Attachments

Choose Files

No file chosen

Post a new Comment

Normal       **B**    *I*    U

Submit

☐ **Make Post Public?**

Send Manual Email On Save?

-- Select an Email --