

PW Street Banner Permit

Print

Submitted by: Jennifer Zimmerlee

Submitted On: 2024-09-06 10:40:11

Submission IP: (155.190.3.6)

proxy-IP (raw-IP)

Status: Completed

Priority: Normal

Assigned To: Jean Corbin

Due Date: Open

Attachments

- [2024-01-01-Certificate-HPL-GL-City of Dalles re Breast Cancer Banner.pdf](#) - 2024-09-19 03:51:09 pm
- [Banner Insurance Reuquest.pdf](#) - 2024-09-06 10:40:12 am



CITY OF THE DALLES PUBLIC WORKS

1215 WEST 1st 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:

09/06/2024

Format: MM/DD/YYYY

* Applicant First Name

Jennifer

Primary First Name

* Applicant Last Name

Zimmerlee

Primary Last Name

Contact/Responsible Party

* Email:

zimmerj01@ah.org

If the responsible party is not the applicant

Primary email address

* **Contact Phone:**

5415066919

Daytime phone number

Cell Phone:

5419934955

* **Name of Event:**

Breast Cancer Awareness Month

* **Location of Event:**

NA

* **Type of event promoted on the banner**

☒ **Education**

☐ **Youth Event**

☐ **Fair**

☐ **Community Market**

☐ **Other Civic Event**

1700 E 19th St

Other Civic Event

* **Start Date of Event:**

10/01/2024

Format: MM/DD/YYYY

* **End Date of Event:**

10/31/2024

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**

10/07/2024

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**

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:**

Adventist Health Columbia Gorge

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

Jennifer Zimmerlee (Note I'll be by on Monday to pay for permit and should have insurance by next Friday)

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

Sent this email to the customer on 9/10/24

You do meet the criteria of having a banner hung.

We will need the Cert of Liability as well as the \$25 application fee before we process for approval. We are only able to hang the banner for 2 weeks at a time.

We do have someone currently on the banner calendar for Sept 30th-Oct 11th. I have not received any paper work from them. We will reach out to see if they are still needing that spot.

I will keep you posted.

Let me know if you have any questions.

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 **Waiting on user**

Update By: Jean Corbin

Private - 2 weeks ago - #4

Sent email 9/11/2024

The dates of Sept 30th-Oct 11th have become available if you would like me to pencil you in. We would put the banner up on Monday Sept 30th removing Monday October 14th. If those dates work for you?

Please let me know.

Update By: Jean Corbin

Private - 2 weeks ago - #5

Jennifer came in and paid the \$25 Banner Fee 9/13/2024 waiting on COI

Update By: Jean Corbin

Private - 1 week ago - #6

- Changed status from **Waiting on user** to **Reviewed**
- Changed assigned user from **Public Works** to **Eric Hansen**
- Added Attachments:
 - [2024-01-01-Certificate-HPL-GL-City of Dalles re Breast Cancer Banner.pdf](#)

Update By: Jean Corbin

Private - 3 hours ago - #7

- Changed assigned user from **Eric Hansen** to **Jean Corbin**

Update By: Jean Corbin

Private - 3 hours ago - #8

- Changed assigned user from **Jean Corbin** to **Eric Hansen**

Update By: Eric Hansen

Private - 1 minute ago - #9

- Changed assigned user from **Eric Hansen** to **Jean Corbin**

Banner will be installed for 2 weeks starting on October 7th.

Update By: Jean Corbin

Public - 1 second ago - #10

- Changed status from **Reviewed** to **Completed**
- Sent templated email: **Banner Permit - Issued - Public**

Update Submission

Status

Completed

Priority

Normal

Due Date

Assigned To

Jean Corbin

Department

Public Works - Divisions

Attachments

Choose Files

No file chosen

Post a new Comment

Normal ▾ **B** *I* U ~~S~~ “ ” </>        

Submit

☐ **Make Post Public?**

Send Manual Email On Save?

-- Select an Email --

