



CITY OF NILES
 Utilities Department
BANNER PERMIT APPLICATION

Banner Installation/Material Requirements

- Main St. just west of Second Street is the only approved over-the-street banner location.
- All requests for banner installations must receive advance approval from the Niles City. An application 6 weeks in advance of desired installation date is recommended.
- Banners shall be mesh-type only, 20" - 24" high, with a maximum width of 30', and 18' minimum clearance from roadway surface.
- Grommets shall be evenly spaced along the edges of the banner at 24" spacing and spring locking carabiner clips shall be provided for each grommet.
- A fee of \$150 per banner for installation and removal must be received at time of application. Checks shall be made payable to: City of Niles.
- Requests are on a first-come, first-serve basis.
- Due to popularity requests will be approved on a month to month basis, for a maximum of 4 weeks.
- If a request exceeds the 4-week period, and there are no other applications in the queue the banner can be hung up to an additional 4-week period.
- If a request exceeds the 4-week period and overlaps with another application, the banner can be re-installed the next available period provided that a new application and \$150 fee have been received.

Applicant Information:

Name of Organization or Individual

Address

Phone	Fax	e-mail address
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Exact Wording on Banner

Letter Color(s)	Background Color(s)
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Banner Height	Banner Width	Banner Length
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Proposed Installation Date	Proposed Removal Date
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Printed Name	Applicant's Signature	Date
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Title	Phone	e-mail address
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Member Michigan Municipal League

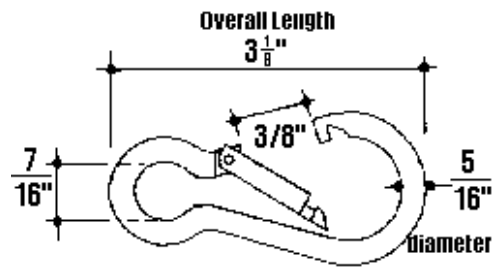
333 North Second Street

Niles, Michigan 49120

Phone 269.683.4700, ext. 2071

www.ci.niles.mi.us

Fax 269.683.3540



Approximate dimensions of a Carabiner.
For longer life stainless steel is recommended.

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3/30/23



City of Niles

Utilities Department

333 N. Second Street

Niles, Michigan 49120

Telephone: 269-683-4700, ext. 2071

Banner Permit Application Policy and Procedures

Policy:

1. The only approved over-the-street banner location is on Main Street, just west of Second Street.
2. All banner installations must be approved in advance by the City of Niles.
3. Banner requests should be submitted a minimum of two (2) weeks prior to installation date.
4. Banners shall be mesh-type only, 20" - 24" high, with a maximum width of 30', and 18' minimum clearance from roadway surface.
5. Grommets shall be evenly spaced along the edges of the banner at 24" spacing and spring locking carabiner clips shall be provided for each grommet.
6. A fee of \$150 per banner, to cover installation and removal, must be received at the time of application. Checks shall be payable to the City of Niles.
7. Requests are on a first-come, first-serve basis.
8. The City of Niles will install and remove banners.
9. The City of Niles will not be responsible for any damage to the banner during its installation, display or removal.
10. The City of Niles reserves the right to limit time of display and to remove any banner without notice. No refund shall be given to applicant(s) if banner is removed early.
11. No political banners will be accepted.
12. No banner content that is considered objectionable shall be considered
13. Banners cannot be distracting to motorists (no flashing lights allowed)
14. An applicant may appeal a banner application staff rejection to the Niles City Council.

Procedures:

1. Banner application is received and reviewed to ensure appropriate content and policy requirements; banner fee is collected.
2. Utilities Manager and Director of Public Works shall jointly review for final approval.
3. Once approved, Requesting Party is notified of approval.
4. Fee is deposited to City treasury.
5. Work Order for installation is processed.
6. Banner is hung by Utilities crew for the requested timeframe.
7. Banner is removed by Utilities crew.
8. Requesting Party must pick up within 5 business days at the Utilities Office, located on the 1st Floor of City Hall, 333 N. Second Street.

Appeal Procedure:

An applicant may appeal a banner application staff rejection to the Niles City Council as follows:

1. An appeal shall be made in writing and may be made in any form that is reasonable to inform the City that an appeal is requested.
2. The appeal request shall be directed and delivered to the City Clerk via personal delivery, registered mail, or private courier. The applicant for appeal shall be responsible for delivery of the appeal to the City Clerk.
3. The appeal shall be received by the City Clerk within 10 days of receipt of rejection by staff.
4. The appeal applicant shall be notified by Staff of the date and time when the City Council will hear the appeal. The City Council Rules of Procedure shall govern conduct at the Council Meeting.
5. Rejections which are affirmed by Council shall be final unless/until a court of competent jurisdiction overturns.
6. Rejections which are overturned by Council shall be final and the requested banner will be installed within two (2) weeks and displayed in accordance with the applicant's duration request in the original application.
7. There shall be no fee charged for appeals. The \$150.00 application fee shall be refunded IF the rejection is affirmed. The \$150.00 application fee shall be paid PRIOR to banner installation IF the rejection is overturned.