



CITY OF ARCADIA OVER THE STREET BANNER POLE REGULATIONS

The banner support poles located on City property is for display of overhead banners over public streets are property of the City of Arcadia. Banners over public streets shall be limited to advertising community events of a non-profit nature sponsored by non-profit or other similar community organizations.

Guidelines and Process

The following conditions must be met prior to installation of any overhead banner on public streets.

1. A City permit from the Business License Office is required for signs and banners at the seven (7) locations specified on the attached map which advertise only a community event of a **non-profit** organization, or organizations whose purpose is public, community oriented, charitable or otherwise consistent with the purpose of the poles as set forth herein.
2. No permit shall be effective until the applicant files with the City, a Certificate of Insurance (**for the company that will hang the banner**) showing the City is additionally insured for bodily injury and property damage in the amount of at least \$500,000.
3. The permit shall be for one (1) month.
4. No request will be placed on the calendar until the application, payment and insurance have been submitted.
5. A \$165.00 **non-refundable** application processing fee (per banner, per location) will be submitted with the application. If the applicant fails to complete the application process, the application fee shall not be refunded. If requested dates are not available, the application will be returned with the processing fee.
6. A written application will be filed with the City Business License Office and shall contain the following:

The name and address of the applicant.

The name and address of the organization.

Requested location, 1st and 2nd choice (see attached map of locations).

Exact wording to be used on banner (subject to City approval)

The date of installation and removal.

Name, address and phone number of company installing and removing the banner.

7. Banners will be issued in accordance with the following:

A. Intersection of Huntington & Baldwin:

- i. Reserved for the City of Arcadia (City Hall)
- ii. Arcadia based organizations (ones that are physically located within the City) may request this location, but the request is subject to City approval.
- iii. The above request/reservation can only be made four (4) months prior to the event.
- iv. This intersection is not available to organizations located outside city limits.

B. Other intersections/locations:

- i. May be reserved up to one (1) year in advance of the event by an **Arcadia based organization**. For purposes of this regulation, **Arcadia based shall mean having the principle meeting place within the City of Arcadia**.
- ii. An outside group may not use local organizations, even if it is another chapter of that organization, to qualify as a local group.

8. Violation of any of these conditions constitutes grounds to revoke the permit and grants permission to the City of Arcadia, its officers, agents and employees the immediate right to remove any banner. The applicant shall reimburse any cost incurred by the City for the removal of banners.

9. Conflicts in dates or other conflicts shall be resolved by the City Manager or his/her designee.

Mail the completed application to the Business License Office, P O Box 60021, Arcadia, CA 91066. If you have any questions call the Business License Department at 626-574-5430.



CITY OF ARCADIA
OVER THE STREET APPLICATION FOR BANNER PERMIT

NAME OF ORGANIZATION: _____
(Attach supporting documents for non-profit status of organization if this is your first application.)

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

BANNER LOCATION: _____
(First choice)

(Second choice)

DATE BANNER WILL GO UP: _____

DATE BANNER WILL BE REMOVED: _____

WORDING ON BANNER: _____

COMPANY TO INSTALL BANNER: _____

Installation company must have Certificate of Insurance on file with the City of Arcadia and have a valid Business License.

I have received a copy of the Banner Pole regulations and will comply with the terms contained in these regulations.

Signature

Title

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FOR CITY USE ONLY

CITY APPROVAL: _____

INSURANCE VERIFICATION: _____

ADDITIONAL INFORMATION

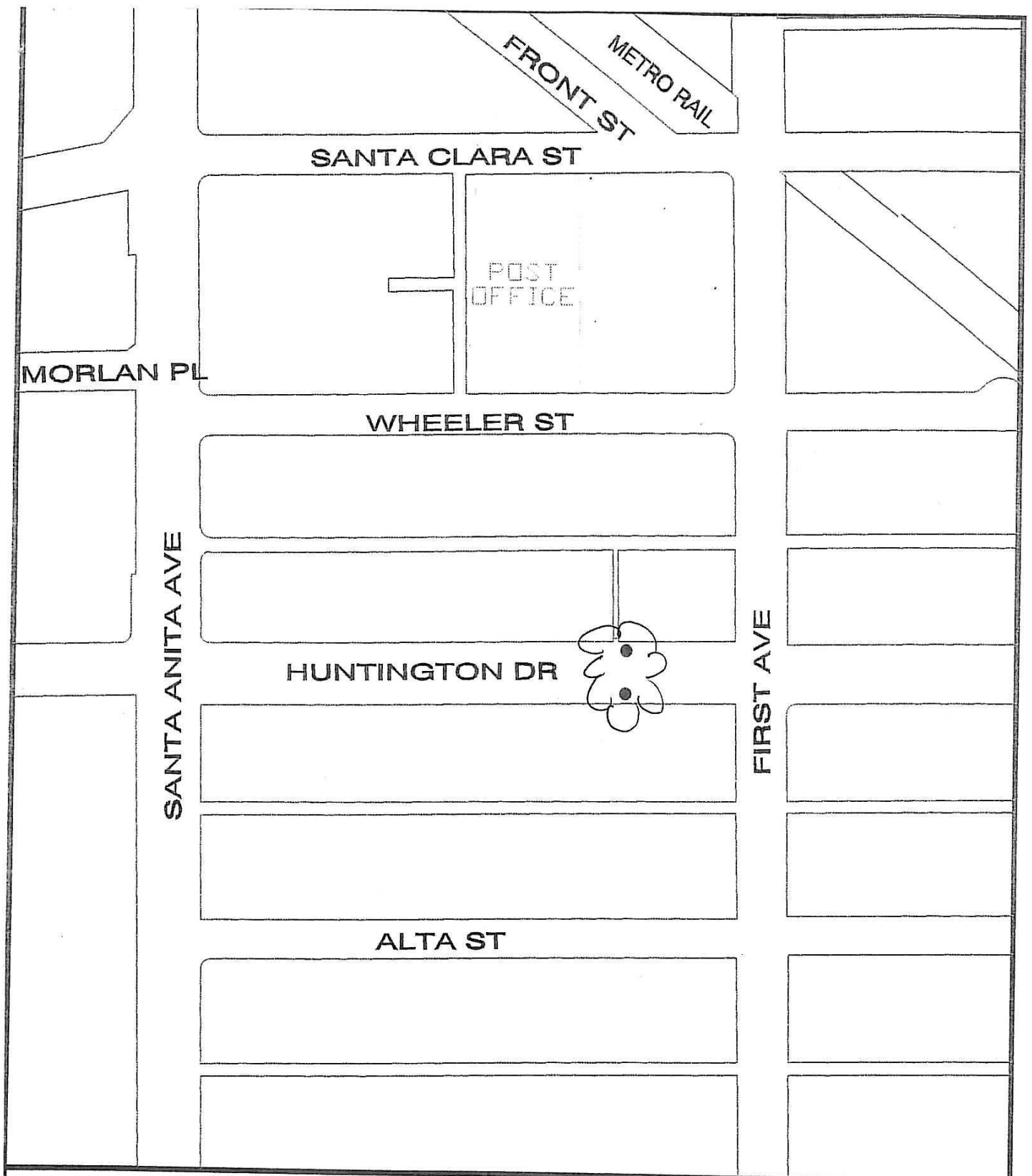
The following is a list of companies, (**not a recommendation**), that have a current Business License and Certificate of Insurance on file for hanging banners in the City of Arcadia:

A A A Flag & Banner
8966 National Blvd
Los Angeles CA 90034
310-276-1178

Amgraph
2091 Del Rio Way
Ontario, CA 91761-8038
909-937-7570
877-321-8421

Creative Display
534 N Howard Ave
Covina CA 91723
626-967-3494

X-Igent Printing Inc.
1001 Goodrich Blvd.
Los Angeles, CA 90022
323- 837-9779

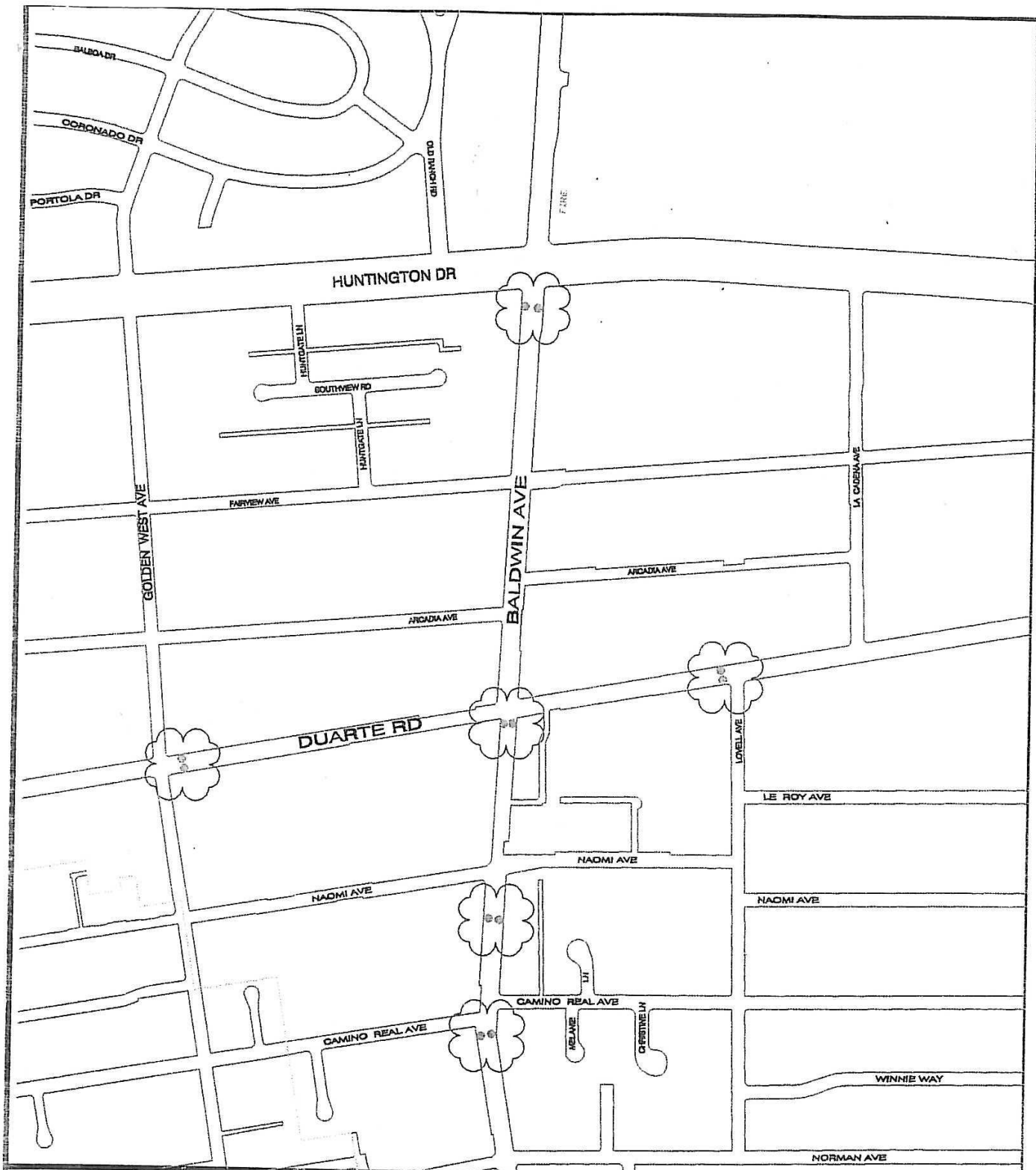


Scale: 1 in = 200 ft
March 1998

Cable Standards Arcadia Downtown

Cable Standard Locations ●





Scale: 1 in = 600 ft.
March 1998

Cable Standards West Arcadia C.B.D.

Standard Locations



Arcadia GIS

