



# City of Ellensburg Banner Application

Return application to:

City of Ellensburg  
 Public Works Department  
 501 N. Anderson St.  
 Ellensburg, WA 98926  
 (509) 962-7230  
[pubworks@ci.ellensburg.wa.us](mailto:pubworks@ci.ellensburg.wa.us)

Central Washington University  
 Scheduling Services  
 400 E University Way Ellensburg, WA 98926  
 (509) 963-1321  
[schedule@cwu.edu](mailto:schedule@cwu.edu)

**University Way Street Banner**

**Vertical Banners & 4<sup>th</sup> Ave Street Banner**

**Please submit this application a minimum of 30 days and no more than 12 (twelve) months in advance of the proposed installation.** There is a \$50.00 non-refundable application fee; additional fees will be assessed based on the type and number of banners requested in this application.

1. Applicant Information		
<p><b>Applications will only be accepted from qualified nonprofit organizations and must meet all the following criteria:</b></p> <ol style="list-style-type: none"> <li>The organization must maintain an office or other presence in the city of Ellensburg; and</li> <li>The organization has obtained IRS certification as tax exempt; and</li> <li>The organization is the primary organizer of the community event or city-sponsored event.</li> </ol>		
Name of Organization:		
Mailing Address:		Website:
Name of Applicant/Event Organizer:	Phone:	Email:
Secondary Contact:	Phone:	Email:
Does the organization maintain an office or other presence in the city of Ellensburg? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has the organization obtained IRS certification as tax-exempt? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the organization the primary organizer of the community or city-sponsored event? <input type="checkbox"/> YES <input type="checkbox"/> NO

**The purpose of authorizing street and vertical banners in the city right-of-way, is to allow for the display of public service messages and announcements promoting community events taking place within the city of Ellensburg and sponsored by government, nonprofit or other charitable organizations in accordance with ECC 3.44**

2. Event Information		
Name of Community or City-Sponsored Event:		
Purpose or Description of Event:		
Description of Banner to be approved:		
Date(s) of Event:	Banner Installation Date:	Banner Removal Date:

### 3. Banner Information (See specifications below this section for reference)

Are you applying for placement of **Vertical Banners**?

YES     NO

See attached vicinity map and **circle** all requested banner placement locations.

Number of Locations \_\_\_\_\_

Select the **Street Banners** you are applying for:

- 4<sup>th</sup> Ave Street Banner  
 University Way Street Banner  
 None

For **Vertical Banner** placement, will all installation take place from the city sidewalk?     YES     NO     N/A

The table provided is a generalization pertaining to the installation of banners and flags in the city right-of-way. For full code language, see Chapter 3.44 of the Ellensburg City Code.

### Banner Information, Requirements and Specifications

	<b>Vertical Banner</b>	<b>Street Banner</b>
<b>General Description</b>	Banner that is similar in shape and size of a flag, which is hung in a generally vertical manner from an approved streetlight or other pole	Banner that is non-illuminated, which is hung across a public right-of-way at an approved location
<b>Approved Locations</b>	See attached vicinity map for approved installation locations	<ul style="list-style-type: none"> <li>West 4<sup>th</sup> Ave between Main Street and Pearl Street</li> <li>East University Way between North Wildcat Way and North Chestnut Street</li> </ul>
<b>Banner Specifications</b> <small>Any deviation to specifications requires prior approval</small>	Flags shall be 3' (height) x 5' (length) and securely attached to an 8' flagpole that is 1 1/4" in diameter	<ul style="list-style-type: none"> <li>20' – 30' long x 44" wide</li> <li>3/8" Grommets every 12" on center</li> <li>6.75" wind holes near the top and bottom of the sign every 30" on center for the entire length of the banner</li> </ul>
<b>Installation and Removal by</b>	<ul style="list-style-type: none"> <li>Licensed and Bonded Installer for banners requiring traffic control and installation from the street</li> <li>If the banners can be installed from the sidewalk and do not impede the travel lane, the applicant may install the banners</li> </ul>	<ul style="list-style-type: none"> <li><b>4<sup>th</sup> Ave Banner:</b> City of Ellensburg upon availability and during regular business hours</li> <li><b>University Way Banner:</b> Central Washington University</li> </ul>
<b>Application to be Submitted to</b>	City of Ellensburg Public Works Department	<ul style="list-style-type: none"> <li><b>4<sup>th</sup> Ave Banner:</b> City of Ellensburg Public Works Department</li> <li><b>University Way Banner:</b> Central Washington University Scheduling Services</li> </ul>
<b>Review and Approval Required by</b>	City of Ellensburg Public Works Director. The Director may refer any Banner application to City Council for approval	<ul style="list-style-type: none"> <li><b>4<sup>th</sup> Ave Banner:</b> City Manager, following recommendation by the Public Works Director</li> <li><b>University Way Banner:</b> Both CWU and the City of Ellensburg will need to review and approve this location</li> </ul>

**4. Submittal Requirements (Please provide and check off the following with your application submittal)**

**Vertical Banner**

- Copy of IRS certificate as proof for being a qualified tax-exempt nonprofit organization
- Completed Vicinity Map showing all circled locations for requested banner placement
- Draft artwork, mockups and/or photographs of proposed banner, and message to be printed, together with any acknowledgement of sponsors and/or sponsors' logos
- Sample specifications including but not limited to: banner dimensions and material, product weight, flag pole diameter and sizes, grommet and attachment details, etc.
- Certificate of Liability Insurance from the applicant, naming the City of Ellensburg as the Certificate Holder, with proof of commercial general liability protection as required under ECC 3.12.140(B)
- For installation that requires use of a travel lane, a traffic control plan must be submitted and a certified installer with appropriate insurance and licensing must be selected
  - N/A, installation work will only take place on a city sidewalk**
- Signed Hold Harmless Agreement, included in this application
- Other \_\_\_\_\_
- N/A, I am not applying for a vertical banner**

**Street Banner**

- Copy of IRS certificate as proof for being a qualified tax-exempt nonprofit organization
- Draft artwork, mockups and/or photographs of proposed banner, and message to be printed, together with any acknowledgement of sponsors and/or sponsors' logos
- Sample specifications including but not limited to: banner dimensions and material, product weight, grommet size and spacing, wind hole size, spacing, and placement, attachment details, etc.
- Certificate of Liability Insurance from the applicant, naming the City of Ellensburg as the Certificate Holder, with proof of commercial general liability as required under ECC 3.12.140(B)
- Signed Hold Harmless Agreement, included in this application
- Other \_\_\_\_\_
- N/A, I am not applying for a street banner**

Fee Schedule	Permit Fee Total			
Public Works Application Fee: <b>\$50.00</b>	<b>\$50.00</b>			
<u>Vertical Banner Fee</u>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1-25 Flags <b>\$200.00</b></td> <td style="width: 33%;">26-50 Flags <b>\$400.00</b></td> <td style="width: 33%;">51-75 Flags <b>\$600.00</b></td> </tr> </table>	1-25 Flags <b>\$200.00</b>	26-50 Flags <b>\$400.00</b>	51-75 Flags <b>\$600.00</b>	\$ _____
1-25 Flags <b>\$200.00</b>	26-50 Flags <b>\$400.00</b>	51-75 Flags <b>\$600.00</b>		
4 <sup>th</sup> Ave Street Banner Fee: <b>\$700.00</b>	\$ _____			
University Way Street Banner Fee: <b>Established by CWU</b>	\$ _____			
<b>TOTAL FEE: \$ _____</b>				

## 5. Insurance Requirements

The applicant must provide a Certificate of Liability Insurance (ACORD) form with the City of Ellensburg named as the Certificate Holder and must meet the minimum general liability requirements as set forth in ECC 3.12.140(B).

For installation that requires use of a travel lane, a certified sign installer must provide a Certificate of Liability Insurance (ACORD) form with the City of Ellensburg named as the Certificate Holder, and must meet the requirements of Section 9 of the city's Public Works Development Standards.

License and Insurance Information for Certified Sign Installer				<input type="checkbox"/> N/A
Business Name:		Day Phone:		
Mailing Address:				
E-mail:				
Contact Name:		Cell Phone		
Contractor License No:		Expiration Date:		
Business License No:		Expiration Date:		

**A Banner Permit will not be issued until all required insurance documents have been received, verified, and approved.**

## 6. Hold Harmless and Indemnification Agreement

Permittee/Organization shall defend, indemnify and hold harmless the City of Ellensburg, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Permittee/Organization, its employees, volunteers, representatives, or vendors, or from any activity, work or thing done, permitted, or suffered by Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Ellensburg.

Permittee/Organization certifies that he/she is at least 18 years old and authorized to sign on behalf of the Organization.

\_\_\_\_\_  
Applicant's/Organizer's Signature

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

*The Public Works Director reserves the right to modify this permit application or request additional information regarding application submittal*

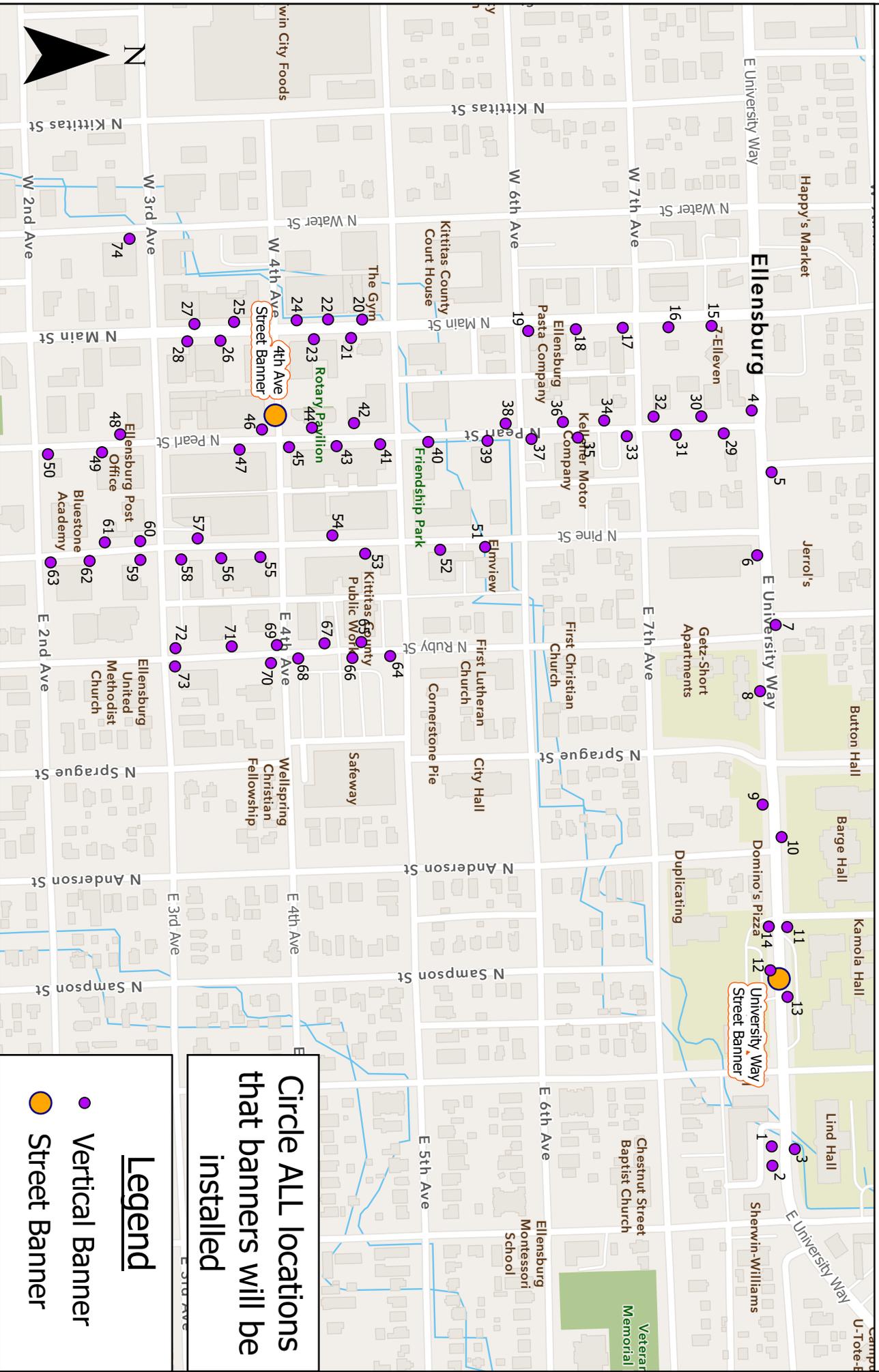


City of *Ellensburg*  
WASHINGTON

# Street and Vertical Banner Vicinity Map

City of Ellensburg Public Works Department

Updated 3/13/2025



Circle ALL locations that banners will be installed

### Legend

- Vertical Banner
- Street Banner

----- (FOR OFFICIAL USE ONLY) -----

Received Date:		Received By:	
PW Permit #:		Needs Approval For:	<input type="checkbox"/> VB <input type="checkbox"/> SB (4 <sup>th</sup> ) <input type="checkbox"/> SB (Univ.)
Total Fee Amount:		Paid Stamp Here	<div style="border: 1px solid black; width: 150px; height: 100px;"></div>
Fee Paid By:			
Payment Method:			
Payment Reference No:			

PERMIT DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>PERMIT APPROVALS</b>			<input type="checkbox"/> N/A
<b>Vertical Banner Installation</b>			
Approval required by Public Works Director			
_____	_____	_____	
<i>Name and Title</i>	<i>Date</i>	<i>Signature</i>	

<b>PERMIT APPROVALS</b>			<input type="checkbox"/> N/A
<b>4<sup>th</sup> Avenue Street Banner Installation</b>			
Approval required by City Manager			
_____	_____	_____	
<i>Name and Title</i>	<i>Date</i>	<i>Signature</i>	

<b>PERMIT APPROVALS</b>			<input type="checkbox"/> N/A
<b>University Way Street Banner Installation</b>			
Approval required by Central Washington University and City Manager			
_____	_____	_____	
<i>Name and Title</i>	<i>Date</i>	<i>Signature</i>	
_____	_____	_____	
<i>Name and Title</i>	<i>Date</i>	<i>Signature</i>	