

CITY OF BAY CITY

Banner Policy

Bay City Electric Light & Power
900 S. Water Street
Bay City, MI 48708
(989) 894-8348



Policy

Installation of any banner within the City of Bay City shall comply with the following:

It shall be unlawful for any person to suspend any ropes, wires, banners, or signs across any streets or public places in the city without permission from the Electric Department.

Application

Applications for installation of banners will be available in the Electric Department. The completed form is to be filed with the Electric Department. Upon submission of the application, the petitioner must forward a general liability insurance certificate to the City Clerk (see the next page for additional information on insurance requirements).

Distribution

When a completed banner application is filed with the Electric Department, it will be immediately referred to the Director of the Electric Department. If the request location is a State Trunkline (Salzburg Avenue), the Electric Department will notify the City Engineer's Office so that an application may be made to the Michigan Department of Transportation (MDOT) for a permit. The City Engineer will notify the Electric Department when the MDOT permit is received.

Calendar

The Electric Department will keep a calendar of requested and scheduled installations and their locations.

Recommendation

After receiving the applicant's insurance certificate, and reviewing location and request dates, the Director of the Electric Department will authorize the applicant's request, with approval of the City Clerk and City Engineer, if appropriate.

Installation

Before a banner may be installed, the owner must comply with the specifications included with this Banner Policy. The evidence of required insurance must be on file with the City Clerk, and if required, a permit obtained from the Michigan Department of Transportation (MDOT). The banner is to be provided to the Electric Department who will install the banner at the location(s).

Insurance

The applicant agrees to promptly provide and carry comprehensive general liability insurance, including premises and completed operations, through companies licensed and admitted to do business in Michigan. This insurance shall provide protection from all claims of damage or injury, including death, to

persons and property which may arise out of, result from or be caused by applicant's banner installation, with occurrence and aggregate limits of not less than \$500,000.

THE CITY SHALL BE NAMED AN ADDITIONAL INSURED AND THIS COVERAGE SHALL BE ENDORSED ON THE CERTIFICATE AND POLICY. THE FOLLOWING STATEMENT MUST BE INSERTED INTO THE DESCRIPTION PORTION OF THE INSURANCE CERTIFICATE:

“The City of Bay City, its officers and employees are additional insureds. This coverage is primary to the City, and not contributing or pro rata with any other insurance or similar protections (e.g., risk management association) which is or may be available to or carried by the City.)

The Applicant shall provide the City Clerk with a certificate or other evidence of required coverage set forth above. The certificate or other evidence of coverage shall provide a (30) thirty-day written notice to the City in the event of cancellation or material changes in the coverage.

This policy shall be in effect during the installation of the banner, while the banner is hanging, and during the removal of the banner and shall include the poles to which the banner is attached.

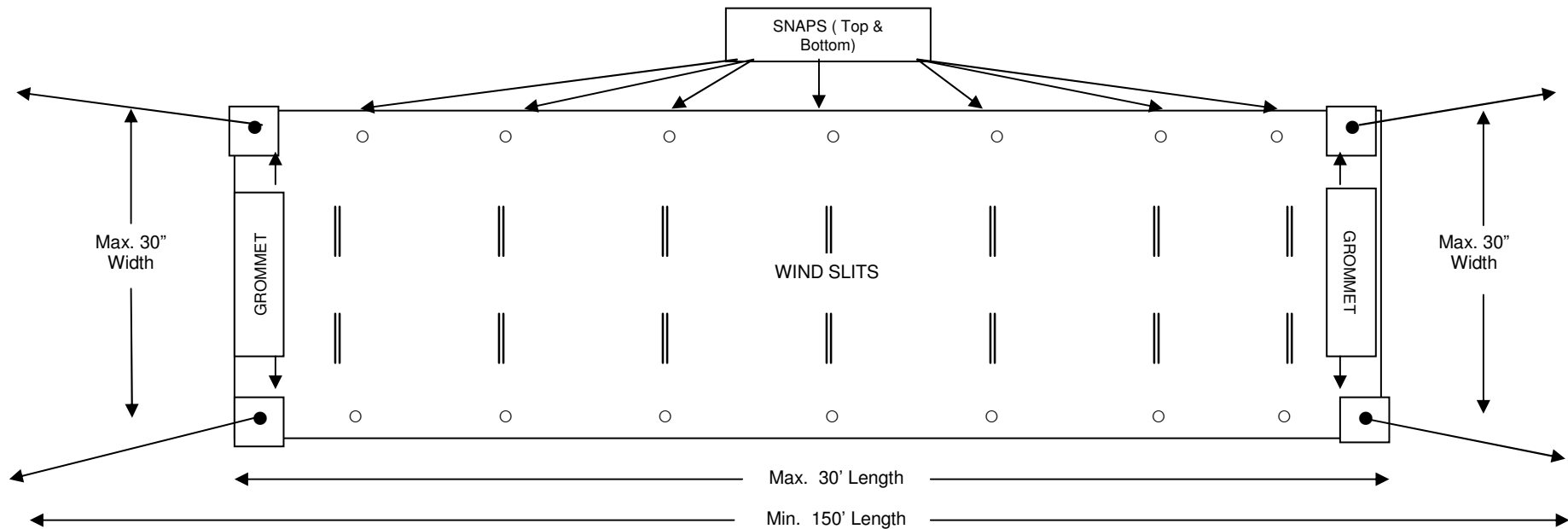
The applicant agrees to hold harmless from, indemnify and defend the City, its agents, its officers and employees against all law suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses resulting therefrom.

The City Clerk will notify the Electric Department when the evidence of required insurance coverage is received.

Fees: Fees will be established in the City of Bay City Fee Schedule. Effective March 3, 2003, there is a \$120 charge to cover the installation and removal of banners at each location. Payment is due upon submission of application, payable to Bay City Treasurer.

Total cost will be: \$120 for one location
 \$240 for two locations
 \$360 for three locations

BANNER



MINIMUM SPECIFICATIONS FOR BANNER CONSTRUCTION:

1. COMBINED LENGTH OF BANNER AND ROPE SHALL BE A MINIMUM OF 150 FT.
2. THE FOUR (4) CORNERS SHALL BE REINFORCED AND HAVE GROMMETS ON EACH CORNER.
3. THE BANNER SHALL HAVE FOUR (4) ROPES OF EQUAL LENGTH.
4. THE BANNER SHALL HAVE SNAPS A MINIMUM OF THREE (3) FT. APART.
5. THE BANNER SHALL HAVE A MINIMUM OF FOURTEEN (14) WIND SLITS IN TWO (2) ROWS, WITH A MINIMUM OF SEVEN (7) SLITS IN EACH ROW, FOR A TWENTY-FIVE (25') FT. BANNER.
6. BANNERS ARE TO BE A WIDTH WHICH WILL MEET MINIMUM CLEARANCE FOR STATE HIGHWAYS. IT IS SUGGESTED THAT BANNERS BE NO WIDER THAN THIRTY (30") INCHES TO MEET THE ROADWAY CLEARANCE OF EIGHTEEN (18') FT.
7. MATERIAL IN A BANNER MUST BE OTHER THAN PAPER. CONTACT THE ELECTRIC DEPARTMENT BEFORE ORDERING BANNERS TO DETERMINE IF MATERIAL IS SUITABLE.
8. BANNERS WILL BE DISPLAYED AT THE FOLLOWING LOCATIONS ONLY:
Center Avenue & Madison Avenue Columbus Avenue & Monroe Street Salzburg Avenue & Raymond Street