



Downtown Banner Permit
 (Town property / right-of-way)

DOWNTOWN BANNER POLICY

- Duration: Banners may be installed up to two weeks before an event or for a total of two weeks for an ongoing event.
- Types of Downtown Banners:
 - Small banners are placed on Town property located in the Town Square (intersection of N. Franklin Street / W. Main Street).
 - Large banners are hung across West Main Street and are required to be a Town-sponsored event.
- Banner Requirements:
 - Large banners:
 - No larger than 3 feet tall by 40 feet long
 - Not to exceed 30 lbs.
 - Must have slits to reduce wind load or be constructed of a mesh material
 - Metal eyelets at corners for hanging
 - Small banners:
 - Not to exceed 50 square feet
- Drop-off and Pick-up Process
 - Banners will be installed by the Town of Christiansburg's Public Works Department.
 - Banners should be dropped off at Town Hall 7 days in advance.
 - Banners will be removed the day the permit expires. The Public Works Department will clean large banners and return them to Town Hall for pick-up. Banners can be picked up 3 days after the permit expires.

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Applicant Address: _____ Fax: _____

Applicant's Email: _____

Has a Town of Christiansburg Special Events Permit been approved for this event? YES / NO

BANNER INFORMATION

Dimensions _____ ft. x _____ ft.

Area _____ (sq. ft.)

Weight _____ lbs.

Material: _____

Banner Location:

across West Main Street

Town Square

Requested Dates for Banner (if not available, the Town will contact applicant): _____

Message: _____

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Remarks: _____

Banner Drawing/Picture ___ Banner received: _____ Banner Pick-up: _____ Permit Fee: \$0.00

This application is approved / disapproved and Permit granted subject to the preceding requirements/conditions.

_____ Date

_____ Director of the Planning Department