



**CITY OF SAN LEANDRO  
ENGINEERING & TRANSPORTATION DEPARTMENT  
835 EAST 14<sup>TH</sup> STREET  
SAN LEANDRO, CA 94577  
(510) 577-3428**

**REQUEST FOR AUTHORIZATION FOR TEMPORARY BANNER  
ACROSS EAST 14<sup>TH</sup> STREET**

**PERMIT NUMBER:** \_\_\_\_\_ **FEE COLLECTED:** \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Banner (see attached detail for dimension and specifications)  
To be installed: \_\_\_\_\_

Wording on Banner: \_\_\_\_\_  
\_\_\_\_\_

Dates Requested For Use of Banner: From: \_\_\_\_\_ To: \_\_\_\_\_

Limitations: (Per Caltrans Specifications) Not more than twice in a calendar year and for a period of not more than 14 days and 60 days minimum between events.

Declarations: As a condition of the approval of this authorization and permit, the Organization agrees to pay the fee of \$ 150.00, to supply and deliver the banner and its appurtenances to the City of San Leandro Public Works Service Center, seven (7) days prior to installation, and retrieve the banner and its appurtenant devices within two (2) weeks after expiration of the period granted. Should the Organization fail to retrieve such banner and appurtenant devices, the organization, and the signor below personally, agree to pay any cost incurred by the City in the disposal of the banner. The signor below believes that the nature of the Organization and the activity advertised by the banner meet the criteria of the attached specifications policies and procedures. The Organization also agrees to comply with all of the attached specifications, policies and procedures. The signor below has authority of the Organization to bind the Organization as necessary in the permit process, including this application, so that the Organization may obtain this permit. The Signor declares that the foregoing is true and correct under the penalty of perjury under the laws of the State of California



**CITY OF SAN LEANDRO  
ENGINEERING & TRANSPORTATION DEPARTMENT  
835 EAST 14<sup>TH</sup> STREET  
SAN LEANDRO, CA 94577  
(510) 577-3428**

**REQUEST FOR AUTHORIZATION FOR TEMPORARY BANNER  
ACROSS EAST 14<sup>TH</sup> STREET**

Applicant:

Name of Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Signor's Name \_\_\_\_\_

Title/Position of Signor \_\_\_\_\_  
Within Organization

Address of Organization/Signor \_\_\_\_\_  
(circle One)

Tel. No. of Organization/Signor (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(circle One)

Wording on Banner:



**CITY OF SAN LEANDRO  
ENGINEERING & TRANSPORTATION DEPARTMENT  
835 EAST 14<sup>TH</sup> STREET  
SAN LEANDRO, CA 94577  
(510) 577-3428**

**REQUEST FOR AUTHORIZATION FOR TEMPORARY BANNER  
ACROSS EAST 14<sup>TH</sup> STREET**

**HOLD HARMLESS AGREEMENT**

Permittee(s) ("Permettee(s)" being the Organization and its authorized Signor) hereby agree(s) to, and shall, hold the City of San Leandro ("City"), its elective and appointive boards, commissions, officers, agents and employees harmless from the against any or all lost, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities allowed by this permit and authorization. Permittee(s) agree(s) to, and shall, defend the City and its elective and appointive boards, commissions, officers, agents and employees from any suits or actions at law or in equity, including for those damages caused, or alleged to have caused, by reason of any of the aforesaid activities, regardless of whether or not City has assisted in or approved such activities.

Name of Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Signor's Name \_\_\_\_\_

Title/Position of Signor \_\_\_\_\_  
Within Organization

Address of Organization/Signor \_\_\_\_\_  
(circle One)

Tel. No. of Organization/Signor (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(circle One)

**Authorized by:**

City Manager's Office Approval \_\_\_\_\_ Date \_\_\_\_\_

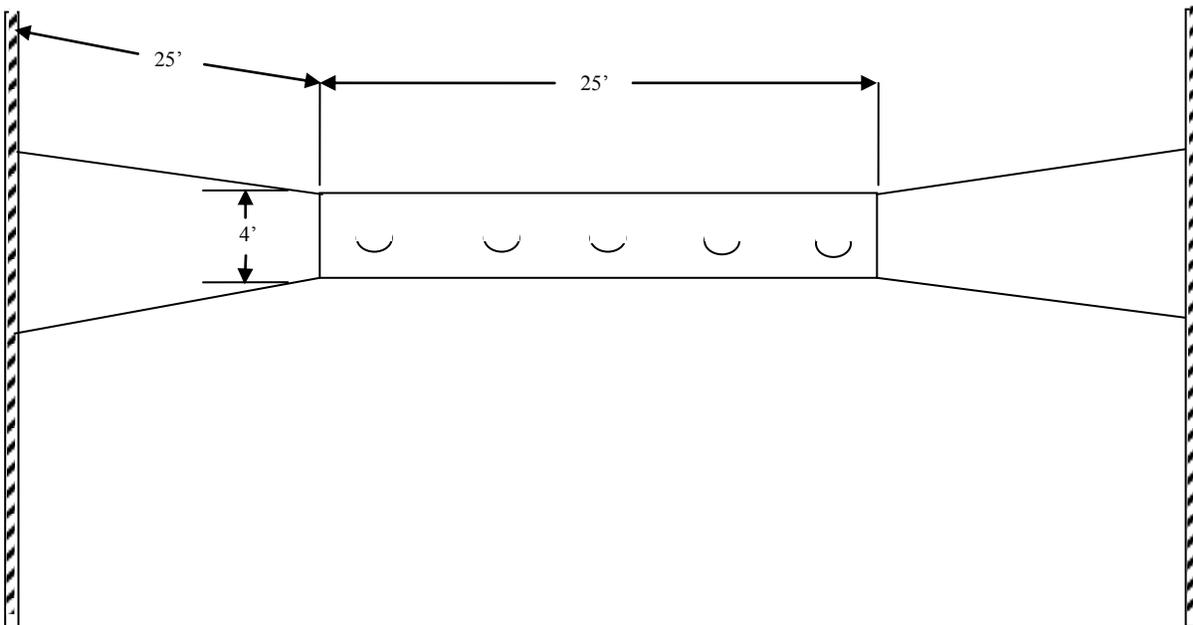
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

E/T Approval \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF SAN LEANDRO**  
**ENGINEERING & TRANSPORTATION DEPARTMENT**  
**835 EAST 14<sup>TH</sup> STREET**  
**SAN LEANDRO, CA 94577**  
**(510) 577-3428**

### BANNER SPECIFICATIONS



1. Air slits on five (5) feet center,  $\frac{1}{2}$  circle cuts on eight (8) inches radius (16" diameter).
2. Rope and cable (1/2" rope or 1/4" cable) should extend twenty five (25) feet each side of sign top and bottom. (The rope or cable should be run through the sign at the tip and bottom to insure it is secure). The entire span is seventy five (75) feet.
3. Sign must be no larger than 25' x 4' in size (maximum).
4. No lights, streamers, loose materials will be allowed on the banner.
5. The banner material shall be either cloth, canvass or other lightweight material with equivalent weight and strength comparable to thirteen (13) oz. vinyl.



**CITY OF SAN LEANDRO  
ENGINEERING & TRANSPORTATION DEPARTMENT  
835 EAST 14<sup>TH</sup> STREET  
SAN LEANDRO, CA 94577  
(510) 577-3428**

**POLICY AND PROCEDURES FOR TEMPORARY BANNER  
ACROSS EAST 14<sup>TH</sup> STREET**

The Organization must be non profit, San Leandro based, with membership constituted of a majority of San Leandro residents.

The activity being advertised must benefit a San Leandro non-profit organization, group, or activity for the betterment of the community, or one which is financially supported by the City of San Leandro.

Each group may initially request one (1), fourteen (14) day period for their banner to be hung. A second period may be requested, but the request cannot be submitted more than 2 months prior to the additional installation date, e.g. if the first request is for April, your second request cannot be made until after April for dates in June. No more than two banners/periods may be requested per year.

If two groups request the same two week period, each group will be allotted one week. The group with the first application in will get their choice of which week for their banner. Either group may request a substitute period for their banner, or if the two groups agrees, the banners can be install back to back for two (2) weeks.

The fourteen day period starts on the Monday the banner is installed and ends on the Monday the banner is taken down.

The group agrees to provide a banner meeting the specifications attached. Seven (7) days before it is to be installed, to the Public Works Service Center, 14200 Chapman Road. If the banner is not constructed properly, it will not be installed.

The group agrees to pick up the banner within fourteen (14) days after the banner is taken down or the City may dispose of it and charge the applicant for any applicable costs associated.

The City will install and remove the banners but is not responsible for their condition during this period. If a banner becomes damaged or a hazard, the City will remove it, even if the period is not up.

No lights, streamers, loose pieces, etc. will be allowed on the banner.



**CITY OF SAN LEANDRO  
ENGINEERING & TRANSPORTATION DEPARTMENT  
835 EAST 14<sup>TH</sup> STREET  
SAN LEANDRO, CA 94577  
(510) 577-3428**

**APPROVAL OF EVENT BEING ANNOUNCED ON  
TEMPORARY STREET BANNER**

As Superintendent of the \_\_\_\_\_ Unified School District, or  
Administrator of \_\_\_\_\_ School (private school only), I  
approve the event to be advertised on the temporary street banner being requested to be placed across  
East 14<sup>th</sup> Street.

Name of Organization:

Name of Event:

Date of Event:

\_\_\_\_\_  
Signature of Superintendent/Administrator

\_\_\_\_\_  
Date