



City of Capitola

Capitola Village Over-the-Street Banner Application & Specifications

Over-the-Street Banner Application Requirements

Over-the-Street Banner Application

Submit a completed application form, including a color graphic of the banner design with dimensions at least **60 days prior to the proposed installation date.**

Mail to: City of Capitola Police Department
420 Capitola Avenue, Capitola, CA 95010

Specifications & Design Requirement

All banner designs and content shall meet the specifications and design requirements and be submitted for consideration at least **60 days prior to the proposed installation date.**

1. Installation Period is a maximum of two (2) weeks.
2. Authorized locations: Capitola Avenue at Riverview Drive or Monterey Avenue at Park Place
3. Banners shall be a minimum of 3' high x 14' wide to a maximum of 3 ½' high x 18' wide. No exceptions.
4. Base fabric shall be 18 oz. heavyweight vinyl banner material.
5. D-rings attached to the banner corners with reinforced webbing to provide a place to attach a rope or other tie down to the banner.
6. Wire cable sewn into the top hem is recommended.
7. Wind slits spaced ~10" apart from each other and at least 4" from the edges of the banner.
8. Banners should be printed double-sided.
9. Back-to-back banners are not permitted.
10. Content on Informational Street Banners hung for Special Events may only include the event name, date, and time. Those banners may be enhanced by the addition of applicable graphics related to the event as approved.

Following approval:

- Drop off your banner **no later than 5 business days prior to installation.**
Banners that are moldy, decayed, or damaged may not be installed.
Banners not dropped off within 5 business days prior to the approved installation date may not be installed!
- Pick up your banners **within 7 days of take-down date.**
Banners not picked up within 10 business days may be discarded!

BANNER DROP OFF AND PICKUP LOCATION

City Corporation Yard
430 Kennedy Drive
Capitola, CA 95010
Hours: 7:00 a.m. – 3:00 p.m. Monday – Thursday



Street Banner Application Over-the-Street Banner

This is NOT a Permit

Submit a completed application form, including a color graphic of the banner design with dimensions at least **60 days prior to the proposed installation date.**

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Applicant Information

Name	Phone No.
Organization/Event	
Mailing Address	
Email Address	

Event Information

Location <i>(City of Capitola reserves the right to place your banner in the location available)</i>	
<input type="checkbox"/> Capitola Avenue	<input type="checkbox"/> Monterey Avenue
Event Date	
Requested Banner Installation Date	Requested Banner Removal Date
Banner Text (Event Name, Date, Time)	

By signing this application, I certify I have read and understand the Capitola Village Over the Street Banner Program Policy and I agree to be bound by them. I understand my banner may be recycled or discarded if not picked up within 10 days of take-down date. I understand that street banner service is subject to scheduling maintained by the City.

Applicant Signature

Date

Staff Approval: _____	Date: _____
Permit Conditions:	_____