

City of Sarasota Banner and Flag Program

Due to the increasing popularity for community associations to place banners and flags in the City of Sarasota right of way, an administrative plan to manage the program was needed. This plan outlines the administrative process, conditions and restrictions, procedures for installation and removal, and financial cost associated with the requests. This policy was created to streamline the process creating an efficient and productive program.

Process

The administrative process of the program will be under the direction of the City Manager's Office. The Public Works Department will administer the program itself. The applicant will make all requests for banners to the Public Works Department. The Public Works Department will be responsible for the scheduling of banner installation and removal. The Public Works Department will work with each applicant to coordinate when and where each set of banners will be displayed, and for what period of time. Please contact Bill Vest at 365-7870 for more information.

Restrictions

The applicant will be responsible to meet all conditions and restrictions described in the plan. All banners must be in good taste and not contain any commercial advertisements. All banners must be in, and remain in, good condition to be displayed. The City of Sarasota reserves the right to refuse the installation, or remove banners already installed, which do not meet these restrictions. The size of banners to be placed on City ROWs will be limited to 18" by 36". Larger banners may be installed on Florida Department Of Transportation ROWs within the City, if the organization requesting the placement of said banners receives permission from FDOT. Any new brackets installed must be approved by, and purchased through, the City of Sarasota. Banners will be restricted to a minimum three-month time limit for being displayed, unless said banners are for permanent placement. The applicant will have to provide information on the time period the banner is requested to remain on display. All standing commitments for banner placement will be met. This will include, but not be limited to, The United Way, Florida Studio Theaters, The Van Wezel, The Film Festival, The Sarasota Opera, and The Ringling Museum. Banner can only be placed on existing City Light poles and only on those streets identified on the attached map, labeled **Exhibit A**.

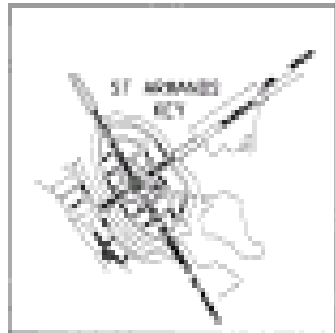
Schedule

Once the applicant and City's Public Works Department agree upon the banners, location, and duration time, the City's Public Works Department will install the banners as agreed upon. This contact must be made thirty days prior to, and the banners provided ten days before the requested installation date. If necessary, City Staff will then be scheduled to remove the existing banners and install the new ones. Upon removal, the Public Works Department will contact the applicant. The applicant then has fourteen days to pick up said banners from the Public Works Department. Any banners left after the fourteen day period will be disposed of by the City of Sarasota, and any related charges billed to the applicant.

Cost

The Public Works Department will advise the applicant of, and take payment of all financial obligations associated with the program. This will include a charge of seventeen dollars per banner, fifteen for installation and take down, and two for bracket maintenance. The charge for installation and take down will cover those costs. The two dollars per banner for bracket maintenance will be placed in a fund to cover related future costs. A charge of fifty dollars per pole will be charged for any additional brackets requested by the applicant, for poles not currently equipped with brackets. An administrative fee of one hundred dollars, payable to the City of Sarasota will be charged to the applicant. The United Way will be exempt from all charges for the placement and display of fifty banners from September first through November fifteenth of each year.

Exhibit 'A'



LEGEND

— ACCEPTABLE BANNER LOCATIONS



ENGINEERING DEPARTMENT