



Borough of Phoenixville  
 140 Church Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

Banners - \$300 per Display	
Flags/Pennants - \$3 per Display	
Banners #	_____
Flags #	_____
Pennants #	_____
Total:	_____

### Banner/Flag/Pennants Application

*Applications shall be completed and submitted at least 30 calendar days prior to the proposed installation date.*

**Applicant Information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

*An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the chief executive.*

**Installation Information:**

Banners #: \_\_\_\_\_ Flags #: \_\_\_\_\_ Pennants #: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Width: \_\_\_\_\_ Height: \_\_\_\_\_ Material: \_\_\_\_\_

Content & Text Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location Information:**

Banners: Bridge Street: \_\_\_\_\_ Starr Street: \_\_\_\_\_ Nutt Road: \_\_\_\_\_

Flags and Pennants:

Bridge Street: 100 Block \_\_\_\_\_ 200 Block \_\_\_\_\_ 300 Block \_\_\_\_\_

Church-Nutt \_\_\_\_\_

Gay Street: Veterans Memorial Gay Street Bridge \_\_\_\_\_

- 1) A full color rendering of the proposed banner/flag/pennant
- 2) A certificate of insurance for public liability, naming the Borough of Phoenixville, its officers, agents and employees as certificate holders/additional insureds and shall be provided at least ten days before the first date of display.
- 3) All materials shall be picked up at the Code Enforcement Office no later than 10 days after removal date, after which, all materials will be discarded.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

I would like:  To be called to pick up the permit upon approval  To have the permit mailed

## **Banner Construction Design Requirements**

The maximum size of the banner shall be 30 feet in length and 36 inches tall/ The banner must be minimally made of 14 ounce vinyl with heavy duty, **reinforced grommets installed in all four corners of the banner and along the top AND bottom edge every 24-36 inches.** All grommets shall be located no less than 1 inch from the edge of the banner and shall have a minimum opening of 1/2 inch.

To reduce wind resistance and meet 60 MPH wind requirements, permeations must be created by cutting "U"-shaped flaps 6-9 inches in diameter and spaced every 24 inches. Banners taller than 24 inches shall have two

## **Flags and Pennants Construction Design Requirements**

Flags and Pennants standard size shall be 18 inches wide by 36 inches tall with reinforced sleeves and grommets, made of suitable, durable material. Minimum of twelve (12) Flags or Pennants shall be required.

## **General Conditions**

Under no circumstances shall the size or shape of any banner, flag, pennant or holiday decoration interfere with the visibility of any traffic control device from ground level, the movement of traffic or the illumination of streets. No banner shall, at any point, be less than seventeen (17) feet above ground level.

The applicant and permittee shall indemnify, keep and hold harmless, the Borough, its officers, agents and employees from any and all claims, legal actions, judgments or liabilities, and for any expense incurred arising out of the erection, maintenance, or removal of any banner, flag or pennant.

## Banner, Flag and Pennant Regulations

Bona fide not-for-profit organizations promoting or sponsoring civic, cultural, educational, scientific, industrial or economic development, tourism, or governmental events may be permitted to hang approved banners on Borough brackets as provided in the locations above. Commercial or advertising banner/Flag/Pennants shall not be permitted, nor shall they be permitted which promote partisan political candidacies or causes, or which are defamatory or slanderous; provided, that corporate sponsorship acknowledgement may be included on banners as provided herein.

Banner/Flag/Pennant design shall be approved by the Borough before fabrication and screening. If acknowledgement of sponsorship, corporate or otherwise, is desired within the design, such acknowledgement, in the form of a logo or otherwise shall not exceed twenty (20) percent of the total area. No deviation from this permit shall be allowed.

The Borough of Phoenixville reserves the right to limit or schedule the amount of time and dates that the Banner/Flag/Pennants can be displayed. The Borough Manager will make the final determination regarding the Banner/Flag/Pennant approval.

The Borough of Phoenixville Public Works Department shall have sole authority to install and remove Banner/Flag/Pennants.

The costs of all Banner/Flag/Pennants, ties, and delivery/pick-up shall be the sole responsibility of the permittee. The permittee must provide ties required to secure them to the pole and/or bracket. Ties and finished Banner/Flag/Pennants, ready for installation, shall be delivered to the Borough Code Enforcement Office not less than one week prior to the scheduled installation date. The Borough of Phoenixville shall not be responsible for

### DISCLAIMER

The Borough of Phoenixville reserves the right to refuse installation and/or cancel permission at its sole discretion.

Applicant's Signature: _____	Date: _____
Applicant's Title: _____	

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*Borough Use Only*

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Borough Manager: \_\_\_\_\_

Special Conditions of Approval (if applicable): \_\_\_\_\_

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