

BANNER APPLICATION INSTRUCTIONS

PRIOR TO FILLING OUT AND SUBMITTING A COMPLETE APPLICATION, PLEASE CALL OR EMAIL PUBLIC WORKS TO VERIFY DATE AVAILABILTY. 281-996-3380 or publicworks@friendswood.com

1. A Form 1295 will need to be filled out. Please go to <https://www.ethics.state.tx.us/filinginfo/1295/> for instructions and completion of Form 1295.*Note: The contract number is the date of the council meeting for that month. Council meets the first Monday of each month unless it falls on a holiday. *Example: 04072025 is the contract number for Council Date April 7th, 2025.*
2. Insurance certificate with the applicable coverages and naming the City as the Certificate Holder. A subrogation waiver will need to be added to the insurance certificate as well.

Commercial General Liability Policy;

- General aggregate of \$1,000,000.
 - Minimum of \$500,000 per occurrence.
 - Coverage shall be broad form.
 - No coverage shall be deleted from the standard policy without notification of individual exclusions being attached for review and acceptance.
 - Waiver of subrogation in favor of the City
 - City, its officers, agents and employees shall be listed as additional insureds
3. Attached banner application will need to be filled out (Street Banner Use Permit Application and TXDOT form 2057). The banner can only be hung for a period of 7 days.
 4. \$25.00 Application Fee (non-refundable)
 5. Street Banner License Agreement will be sent for signature once all the items have been received and approved.
 6. If approved, \$100 Permit Fee.

ADDITIONAL INFORMATION CAN BE FOUND IN THE CITY'S CODE OF ORDINANCE APPENDIX A, SECTION 15, SUBSECTION I: TEMPORARY STREET BANNER SIGNS OR REQUESTED FROM PUBLIC WORKS.

STREET BANNER USE PERMIT APPLICATION

The below charitable, non-profit organization has given proof that the banner is of a design and material type acceptable by the City of Friendswood and is hereby approved for the City of Friendswood to connect to its designated poles per the December 15, 2003 agreement with Texas New Mexico Power Company.

Date: _____

Charitable, Non-Profit Organization Name: _____

Address: _____

Mailing Address: _____

Contact Name: _____

Phone: _____

Effective Dates: _____ **THROUGH** _____

Banner Title: _____

Banner Meets City of Friendswood Banner Requirements _____

Applicant's Signature

Each banner shall be constructed of porous netting material of at least eighty percent (80%) cotton mesh netting. No banner shall be more than twenty-five feet (25') in width or more than four feet (4') in height. All Banners shall have approved connecting fasteners along the top and tie-down ropes connected to each corner.

Example Banner & Approved Fastener:



Except as provided in subsection 7 of Sec. 15, Appendix A of the code of Ordinances, no banners shall be erected for more than 7 consecutive days, other than the City's. No street banners other than the City's shall be permitted during the following periods: November through December, June 20 – July 14, or between the commencement date of early voting for the general or special municipal elections and 7 days after the date of such election or any runoff election.

No banner permitted shall be erected except at Stevenson Park across South Friendswood Drive. The Street Banner Use Permit **MUST BE** submitted **60 days before the event.** The original Certificate of Insurance must be attached to the application showing the City of Friendswood as the additional insured on the certificate.

Application for Use of State of Texas Right of Way for Temporary Signs for Special Events

Please print or type information

Date: _____

To the Texas Department of Transportation (TxDOT)
c/o Area Engineer Galveston County, Texas

This form must be received at least 7 days prior to proposed use on the right of way.

Applicant _____ proposes to place a
sign within the right of way of Highway FM 518 Location Across from Stevenson Park on
FM 518 in Friendswood, TX in Galveston County, Texas.

Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet.

The temporary structure/vehicle will be placed _____ feet from the roadway and will have
the following characteristics:

Mounting Height 25 ft Thickness _____

Sign Dimensions (Height, Width, Length) _____

Sign Material _____

Sign Support Dimensions Posts 32.75 ft x 9 in dia; Wire cable 63 ft 8 in

Sign Support Material 2 ea wooden posts, 3 ea steel wire cables

Proposed Text _____

Background Color _____ Legend Color _____

The right of way will be used **FROM DATE** _____ **TO DATE** _____
(maximum of 60 days) and the nature of the event is _____

The sponsor of the event, if applicable, is _____

I will avoid or minimize impacts, and will, at my own expense, restore or repair damage resulting from this event.

I will be responsible for any damages or accidents that may occur during the term of this permit and save TxDOT and the State of Texas harmless.

I will abide by all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restrictions required by TxDOT to protect natural and cultural resources of the right of way.

If this event causes hazardous traffic conditions to develop, I will cease the activity until corrective measures have been implemented.

It is expressly understood that TxDOT reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.

By signing below, I agree to the conditions/provisions included in this application. I am authorized to sign on the behalf of the organization holding the event.

Applicant _____

Mailing Address _____

By _____

Title _____

City, _____ State _____ Zip _____

Signature _____

Area Code _____ Telephone Number _____