



STREET BANNER APPLICATION

Date of Receipt: _____	Permit Fees: _____
Collected By: _____	Date Permit Issued: _____

APPLICANT INFORMATION

Property Address: _____
Street City State Zip

Block: _____ Lot: _____ Tax Parcel ID: _____ Zoning District: _____

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: _____ Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

Agent (with written approval from Owner): _____ Phone: _____
Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

Sign Contractor: _____ Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

SIGN SPECIFICATIONS*

Location of Sign: _____

Dimensions: _____ Total Square Feet: _____ Color(s): _____

Type of Material: _____

Method of Attachment: _____

Sign Message: _____

Duration – Start Date: _____ End Date: _____

***Note to Applicant – Information on City of Austin Over-the-Street Banner Regulations below:**

City of Austin Banner Information online: <http://austintexas.gov/page/over-street-banners>
The process is to take the approved application from the City of West Lake Hills to City of Austin. Commercial advertisement is not permitted on banner signs. The City of Austin application fee is \$600/banner for two-week (max 3 locations).

1. Read through the Application Materials.
2. Select your banner locations. Refer to Location Map.
3. Submit your application and payment a minimum of **30 days prior to installation**. Applications may be [emailed](#) or mailed along with payment. Payment can be made [online](#) through the City's permitting page. Reservations are finalized upon submission of application and payment.

DROP OFF PAYMENT

1501 Toomey Road
 Austin, TX 78704
 Hours of Operation: 8 am - 4 pm

MAILING PAYMENT

City of Austin, Transportation Department
 Attn: Street Banner Payment
 PO Box 1088
 Austin, TX 78767

4. Design your banner and follow the design requirements before submitting for review and approval. All banner designs and content must be submitted for approval at least **30 days in advance** of the installation date. [Contact](#) us for design approval.

You may reuse banners from previous years if they meet the current specifications and are in good condition. City staff inspects banners prior to installation; we have seen problems with moldy, decayed, and damaged banners.

5. Fabricate your banner. See [Vendor List](#) of local companies experienced in fabricating banners to City of Austin specification. *Banners not meeting the required specifications will not be installed!*

6. Drop off your banners **no later than 7 business days prior to installation**. *Banners not dropped off within 7 business days will not be installed!*

7. Pick up your banners **within 7 days of take-down date**. *Banners not picked up within 10 business days will be recycled or donated to organizations who repurpose or "upcycle" banners into products for re-use and/or re-sale (e.g. bags, landscaping material, etc.).*

BANNER DROP OFF AND PICKUP LOCATION

8900 Cameron Road, Suite 300
 Austin, TX 78710
 Hours of Operation: 8am - 3pm

Visit the City of Austin link above to view all applicable procedures and regulations for banners.

APPROVAL NOTES – FOR COMPLETION BY STAFF ONLY

Administrative Approval

Sign Meets Requirements: ___ Yes ___ No

Approved by City Administrator: _____ Date: _____

City Council Approval (Non-Administrative Approval)

BDC Date and Comments: _____

ZAPCO Date & Recommendation: _____

City Council Date & Action: _____