

RIGHT-OF-WAY USE PERMIT APPLICATION BANNER

Form #FE098
Updated
January 2024

Physical Address: Auburn City Hall Annex, 2 nd Floor 1 East Main Street	Mailing Address: 25 West Main Street Auburn, WA 98001-4998	Webpage & Email: www.auburnwa.gov rowusepermit@auburnwa.gov	Phone: 253-931-3010
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APPLICATION TYPE	APPLICATION FEES – All fees are non-refundable and due with the application.	FOR OFFICE USE ONLY
<input type="checkbox"/> Type A – Banner Permit.	\$69.00 per banner per time slot per location – Fees are non-refundable.	Permit #
Banner Location	Dates Requested	Date Received
<input type="checkbox"/> Main Street		
<input type="checkbox"/> BNSF Rail Bridge – North Side		Total Fees \$
<input type="checkbox"/> BNSF Rail Bridge – South Side		Receipt #
Purpose of banner and date of event.		

APPLICANT INFORMATION (All information related to this application will be sent to this contact)		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	Signature	Title

ADDITIONAL APPLICANT INFORMATION			
The City requires the name, daytime telephone and contact information of three (3) responsible persons from the Applicant, any of which can be contacted at any time during the life of the application and permit in the event the need arises.			
	1.	2.	3.
Company Name			
Contact Person			
Address			
City, State, Zip			
Phone Number			
E-Mail Address			

REQUIRED DOCUMENTS
<input type="checkbox"/> Banner Standard Detail – G-01.3
<input type="checkbox"/> Signed and Notarized Indemnification and Hold Harmless Agreement – Form FE166

The City may require information and documentation at the applicants expense in addition to those items listed above in order to perform a complete review of the application. If required, the applicant will be informed and information is due as soon as possible so that City staff can continue to review your application.

Acceptance of this application by the City and payment of any fees by the applicant does not constitute approval or compliance with the rules, regulations or requirement of any other jurisdictions, which may relate to the above request.

Banners are due to the ROW Specialist 3 business days prior to the Monday that it is scheduled to be hung unless otherwise requested. Applicants will be notified when their banner is taken down and available for pick up. Banners must be picked up upon notification as the City does not have room to store banners.

Banners shall conform to the City Standard Detail G-01.3 and shall be erected by the City on City-approved support standards at a City-designated location. **Banners that do not meet the City's standard detail will not be hung. If you or the company that is making your banner have questions about the Standard Detail or any aspect of the banner construction please contact the ROW Specialist.**

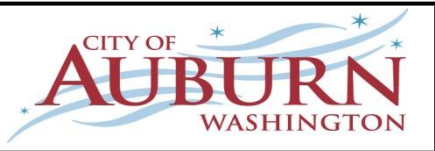
The Banner Schedule for the following year opens on August 1st and applications and scheduling are accepted on first come, first serve basis. In the event of competing interests, City events shall take priority followed by community events and then all other requests. Other than where the city itself places a banner across a right-of-way, only organizations co-sponsoring community events or special events with the city may be entitled to apply for a right-of-way use permit for a banner, provided that the co-sponsor shall meet all of the following criteria:

1. An Auburn-based organization;
2. Nonpolitical in nature;
3. A nonprofit organization (having obtained IRS certification as tax exempt under 26 U.S.C. 501(CC)(3)) or government entities;
4. An organization that does not discriminate in regard to race, ethnicity, religion, color, gender, sexual orientation, national origin, creed, age, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

Qualified applicants may display temporary banner signs. These signs shall not advertise or promote the sale of any product, commodity, or service for which a person pays a fee except a non-profit community event.

In the event that there is a competing interest of qualified applicants for such a right-of-way use permit for a banner, the city shall give priority to community events. For organizations not advertising a community event, each qualified applicant may display banners for a maximum of two 7-day periods within any calendar year. In the event of a schedule conflict between a community event and another application, the community event shall take precedence.

City staff will be happy to meet with you in person, speak with you over the phone or communicate through e-mail if you have questions as to the process, requirements, fees, review or status of your particular request at any stage of your application. Please contact the City's ROW Specialist at 253-804-3120 or rowusepermit@auburnwa.gov.



**RIGHT-OF-WAY USE
INDEMNIFICATION AND HOLD HARMLESS**

Form #FE166
Updated
January 2024

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Auburn City Hall Annex, 2nd Floor
1 East Main Street

Mailing Address:

25 West Main Street
Auburn, WA 98001-4998

Webpage & Email:

www.auburnwa.gov
rowusepermit@auburnwa.gov

Phone: 253-931-3010

FOR OFFICE USE ONLY

Permit #	Date Received
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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Permittee shall defend, indemnify and hold the City of Auburn, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City of Auburn.

It is further provided that if the Permit authorizes the movement of an oversized load that the person or persons moving such oversized load shall indemnify and save harmless any franchisee or lessee and the City from any and all damages or claims of any kind or nature caused directly or indirectly for temporary arrangement of the lines and poles of a franchisee or lessee to accommodate the movement of such oversized load through the City.

However, should a court of competent jurisdiction determine that RCW 4.24.115 applies to this Permit, then the Permittee agrees to defend, indemnify and hold the City of Auburn, its officers, officials, employees and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes the Permittee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

DATED THIS _____ DAY OF _____, 20____.

SIGNATURE OF PERMIT HOLDER

COMPANY OR ORGANIZATION

STATE OF WASHINGTON)
) ss.
County of _____)

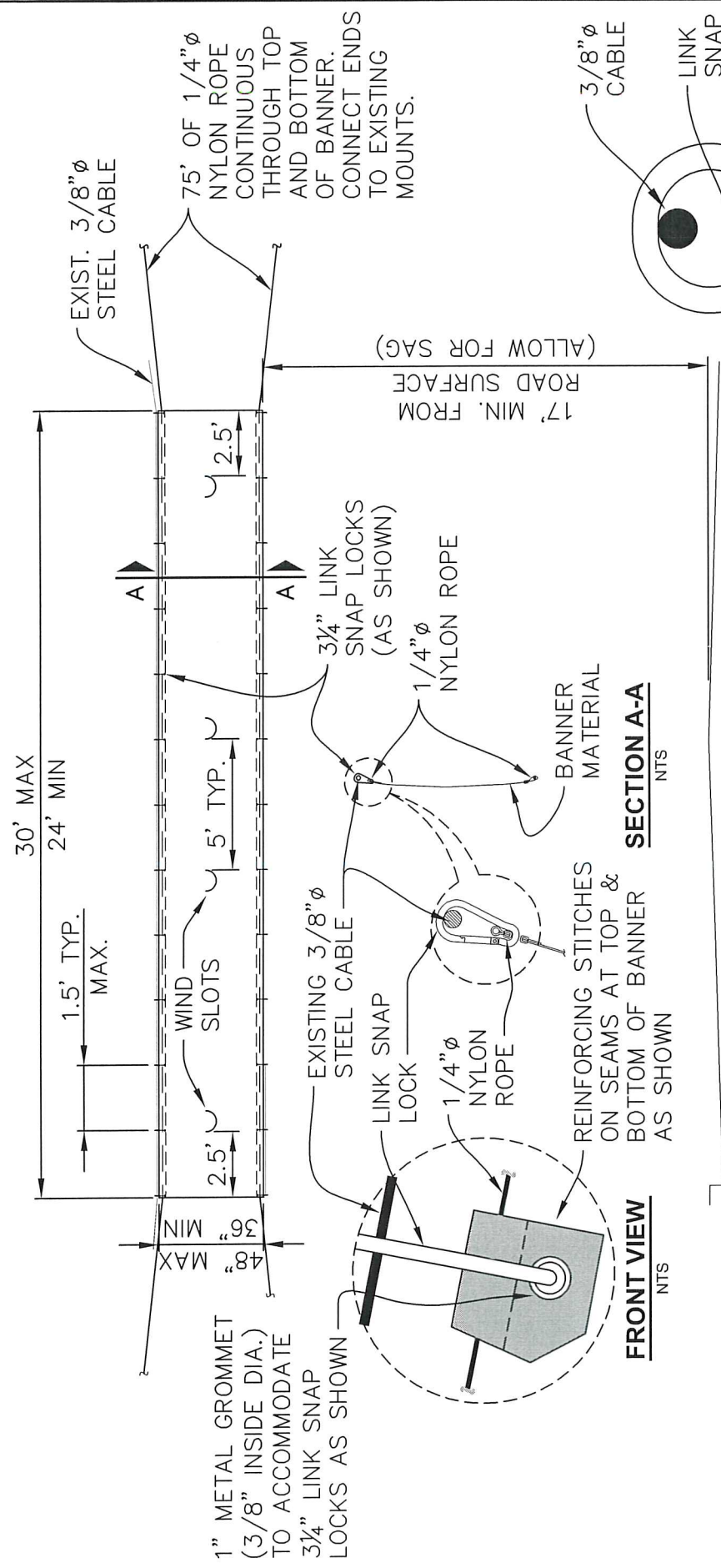
On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as a free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, RESIDING AT _____

MY COMMISSION EXPIRES _____

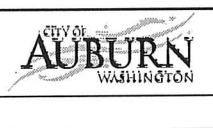
FILED BY: [unclear] DATE: 12/20/19 AT: [unclear] ENGINEER: [unclear]



NOTES:

1. WIND SLOT SHALL BE 6" DIAMETER HALF CIRCLE, MINIMUM. THEY MAY BE LOCATED IN AREAS WHICH DO NOT DEDUCT FROM THE BANNER.
2. WIND SLOTS SHALL BE SPACED ONE SLOT PER 5 FT. OF BANNER LENGTH.
3. BANNER SHALL BE DURABLE TEARING RESISTANT MATERIAL, I.E., NYLON, VINYL, ETC.
4. BANNER SHALL BE CONNECTED TO EXISTING CABLE WITH DETACHABLE 3/4" LINK SNAP LOCKS AS SHOWN. OTHER METAL RING TYPES WILL NOT BE ACCEPTED. APPLICANT SHALL PROVIDE A MINIMUM OF 40 LINK SNAP LOCKS INSTALLED ON THE TOP AND BOTTOM OF BANNER AS SHOWN (20 ON EACH SIDE). NOT ALL LOCATIONS REQUIRE LINK SNAP LOCKS ON THE BOTTOM. APPLICANT TO VERIFY DURING BANNER APPLICATION SUBMITTAL.
5. REINFORCING STITCHES SHALL BE PROVIDED ON SEAMS AT TOP & BOTTOM OF BANNER.
6. BANNER SHALL BE CONSTRUCTED USING A SINGLE LAYER OF BANNER MATERIAL. DOUBLE SIDED BANNERS SHALL HAVE PRINT ON BOTH SIDES OF THE SINGLE LAYER MATERIAL.
7. BANNER CONSTRUCTION SHALL BE APPROVED BY THE CITY ENGINEER PRIOR TO BANNER BEING DEPLOYED AT THE PERMITTED LOCATION.

APPROVED BY CITY ENGINEER: *[Signature]* DATE: 12/20/19
 PUBLIC WORKS DEPARTMENT



BANNER
 DETAIL
 STANDARD DETAIL: G-01.3