

Charter Township of Commerce  
Banner Permit Application

To be presented at the next Regular Township board meeting.

Please Complete and return as soon as possible to:

Attention: Clerk's Department  
Charter Township of Commerce  
2009 Township Drive  
Commerce Twp., MI 48390

**Description**

1. Banner Material: \_\_\_\_\_
2. Banner Dimension: \_\_\_\_\_
3. How Banner is attached: \_\_\_\_\_
4. Height of Banner: \_\_\_\_\_
5. Location of Banner: \_\_\_\_\_
6. Installation (how & who): \_\_\_\_\_
7. Dates of request: \_\_\_\_\_

**Requirements of Applicant**

**Submitted**

**Not Submitted**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Letter requesting permission                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Signed "Hold Harmless" agreement              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Insurance certificate, \$1,000,000.00         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Township as additional insured on certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 30 day cancellation notice                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Permit Fee \$50.00                            | <input type="checkbox"/> | <input type="checkbox"/> |

**Applicant Information**

Name of organization applying: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_

\*\*\*\*\*Township Clerk completes this page\*\*\*\*\*

Returned date: \_\_\_\_\_  
Township Insurance carrier notified: Yes \_\_\_\_\_ No \_\_\_\_\_  
Low risk \_\_\_\_\_ Med risk \_\_\_\_\_ High risk \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

Letter requesting permission received: Yes \_\_\_\_\_ No \_\_\_\_\_  
Hold Harmless agreement signed: Yes \_\_\_\_\_ No \_\_\_\_\_  
Insurance certificate received: Yes \_\_\_\_\_ No \_\_\_\_\_

Recommend applicant be approved and request to Oakland County Road Commission for permit, provided the Township is in receipt of the certificate of insurance with the Township as additional insured.

\_\_\_\_\_, Clerk  
Charter Township of Commerce

RELEASE AND HOLD HARMLESS

\_\_\_\_\_ agree(s) to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury sustained by any person whomsoever and which damage or injury arises out of or is incident to or in any way connected with the \_\_\_\_\_

(Description of Banner)

\_\_\_\_\_  
(Location and Dates the Banner will be displayed)

and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part of the negligence of the above named group and/or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.

\_\_\_\_\_  
Signature of Applicant

## **PART 9 – BANNER PERMITS**

### **RULE 9.1 AUTHORIZED APPLICANTS**

A permit for the installation of banners to be placed within or over County road right-of-way may be issued by the Permits & Environmental Concerns Department only to the governing body of a city, incorporated village, or township.

### **RULE 9.2 APPLICATION FORMS**

Applications for the permits for the erection of banners shall be in the manner prescribed by or on the appropriate forms supplied by the Permits & Environmental Concerns Department.

### **RULE 9.3 MINIMUM REQUIREMENTS**

- 9.3.1 Permit applications shall be accompanied by a copy of a resolution from the local governing body designating an authorized official of the city, village, or township as having the authority to make the application for the city, village, or township. The application should be submitted approximately one month in advance of proposed installation.
- 9.3.2 Each application shall include the following information:
- A. Activity in connection with which the banners are to be placed.
  - B. Location of the proposed installation including distance to traffic control devices.
  - C. A description of the banners, including any legend or symbol thereon.
  - D. The height of an overhead banner at its lowest point above the surface of the road.
  - E. The dates on which the banner will be erected and removed shall not exceed a time period specified by the Permits & Environmental Concerns Department. An acceptable period of time for banners, other than Christmas decorations, to be in place is 3 weeks and acceptable duration for Christmas decorations to be in place is 6 weeks.
  - F. Such other information as the Permits & Environmental Concerns Department may require.

### **RULE 9.4 DESIGN AND PLACEMENT REQUIREMENTS**

- 9.4.1 The design, method of installation and location of all banners shall be such that they will not be dangerous to those using the road or unduly interfere with sight distance or the free movement of the traffic.

- 9.4.2 Overhead banners shall be securely fastened and have a minimum bottom height of 18 feet above the surface of the traveled way and be placed not closer than 100 feet on either side of traffic lights or signals and shall be so placed as to not obstruct a clear view of such traffic lights or signals or other traffic control devices. Banners shall not be attached to trees.
- 9.4.3 Banners shall not have displayed thereon any legend or symbol which may, in any way, be construed to advertise or otherwise promote the sale of or publicize any merchandise or commodity or which may be construed to be political in nature.
- 9.4.4 Banners shall not have displayed thereon any device which is, purports to be, imitates, resembles, or may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- 9.4.5 Decorations shall not include flashing lights.

#### **RULE 9.5 CONDITIONS OF ISSUANCE OF BANNER PERMITS**

- 9.5.1 Permits for the erection or installation of banners may be cancelled by the Permits & Environmental Concerns Department if such installation shall become dangerous to those using the road or unduly interfere with the free movement of traffic. If it becomes necessary to remove the banner due to safety reasons, the cost of removal will be reimbursed by the permit holder.
- 9.5.2 The city, village, or township making application shall faithfully fulfill all permit requirements and shall indemnify and save harmless the Board from claims of every kind arising out of operations by any permit or permits issued.
- 9.5.3 The Permits & Environmental Concerns Department may issue permits to cities, villages, or townships for the installation of banners at approved locations for a period of not more than three (3) years, subject to the conditions above.

Received from RCOC on 10-15-09, ksc