



# THE CITY OF MAYFIELD HEIGHTS

6154 Mayfield Road - Mayfield Heights, OHIO 44124-3296

Phone: 440-442-2626 Fax: 440-442-7662

## ***REQUEST FOR THE DISPLAY OF TEMPORARY BANNERS***

Requests for the display of temporary banners must comply with the following:

Your request for the display of a temporary banner must be submitted to the Director of Building.

**Include within your request the following information:**

- drawing of banner, including banner dimensions
- photographs of building
- background and lettering color
- exact wording of what banner is to advertise
- name of the company for which the banner is being provided
- address of the company for which the banner is being provided
- location of sign on building - where banner is to be displayed
- duration of time needed
- your name, address, and phone number
- the specific grand opening event. Per Section 1191.02(d).

The **size of the banner** shall not exceed the requirements for total signage as prescribed in the zoning code and never to exceed two sq. ft. per lineal foot of store frontage. The banner shall be permitted for not more than **30 days**, until a permanent sign is installed, or until the special event has ceased, whichever first occurs.

The applicant, tenant, or owner shall provide **public liability insurance** in the amount of not less than \$500,000, per occurrence, of bodily injury and the same amount for property damage and name the City of Mayfield Heights as additionally insured by providing a certificate of insurance for the duration of the banner display.

BUSINESS NAME:		ADDRESS:	
PURPOSE/SPECIFIC EVENT:			
EXACT WORDING OF SIGN:			
LINEAL FOOT OF STORE FRONTAGE:		SIZE OF BANNER:	
LOCATION OF BANNER:			
SIGN WILL BE DISPLAYED ON (start date):		DURATION:	
<b>APPLICANT:</b>			
ADDRESS:			
EMAIL:		PHONE:	
<b>PROPERTY OWNER:</b>			
STREET ADDRESS:		PHONE:	
CITY:	STATE:	ZIP:	

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date