



2018 APPLICATION TO FLY BANNERS/FLAGS
On CRA/DDB flagpoles and light posts
CITY OF ORLANDO, COMMUNITY REDEVELOPMENT AGENCY,
DOWNTOWN DEVELOPMENT BOARD

The Banner Program allowing banners and flags on the CRA/DDB lamp posts and flagpoles is limited to banners and flags related to the following only:

- a) events and programs run by the City; and
- b) events and programs officially hosted by the City; and
- c) events and programs officially sponsored by the City.

Note: Only the City Council can decide whether or not an event or program is “officially” hosted or sponsored by the City. Actual time frames and locations of banner installations will be determined by staff based upon availability.

POLICY ON “OFFICIAL HOSTING” AND “OFFICIAL SPONSORING” OF EVENTS

The City will consider “officially hosting” or “officially sponsoring” an event when:

- 1. The event will advance significantly the health, safety, or general welfare of the citizens of Orlando; and
- 2. The City will be actively involved in planning and organizing the event; and
- 3. At least one of the following factors exists:
 - a.) The event is a regional or national event which will bring positive publicity to the City (events like World Cup or Imperial Tombs of China); or
 - b.) One of the principal goals of the event is to promote the economic vitality and success of the Downtown Development District (events like Light-Up Orlando or a downtown shopping promotion); or
 - c.) The event promotes a significant anniversary in the history of the City, State or the Nation.

BANNER/FLAG FOR (EVENT/ORLANDO MAIN STREET DISTRICT): _____

DATE OF APPLICATION: _____

ORGANIZATION NAME: _____

CONTACT’S NAME: _____

CONTACT’S PHONE NUMBER: _____

CONTACT’S MAILING ADDRESS: _____

CONTACT’S EMAIL ADDRESS: _____

IS YOUR BANNER/FLAG FOR AN EVENT/ORLANDO MAIN STREET DISTRICT DOWNTOWN? _____

IF YES, WHICH ONE? _____

IS THIS A: CITY EVENT? **CITY HOSTED EVENT?** **CITY SPONSORED EVENT?** **ORLANDO MAIN STREET PROMOTION?** (Check One)

HAS THIS EVENT TAKEN PLACE IN DOWNTOWN OR THE CITY BEFORE? _____ **IF YES, WHEN?**

WHEN IS THE EVENT SCHEDULED TO TAKE PLACE? _____

WHERE IS THE EVENT TO OCCUR? _____

WHAT ARE THE DATES YOU ARE REQUESTING TO DISPLAY YOUR BANNER/FLAG?

Beginning Date: _____ **Ending Date:** _____

REQUIRED SUBMISSIONS: Please provide **3** copies of the following:

- ____ Drawing of the Banner or Flag which you propose flying (in color)
- ____ Map of the locations you would like to display your Banner/Flag
- ____ Color and material sample, with test data on material
- ____ How many Banners/Flags are you providing

ORGANIZATION MAKING APPLICATION

Organization's Name: _____

Mailing Address: _____

Organization's Description: _____

Authorized representative's Name: _____

Mailing Address: _____

Title / Position: _____

AFFIDAVIT

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority, this day personally appeared _____

who, duly sworn, upon oath, deposes and says: (name of Applicant)

1. That he or she is the duly authorized representative of the organization, requesting application for the event to be located in the City of Orlando as described and listed on the pages attached to this affidavit and made a part hereof.
2. That all the organization, which he or she represents, has given its full and complete permission for him or her to act on its behalf for the above stated request.
3. That the attached documentation is made a part of this affidavit and contains the graphic for the banner and or flag, and all other required information.

Further Affiant sayeth not.

Signature

Sworn to and Subscribed before me

this _____ day of _____ 20____.

Notary Public, State of Florida at Large

My Commission Expires: _____

GENERAL GUIDELINES FOR FLYING BANNERS/FLAGS IN DOWNTOWN ORLANDO

1. Permission to put up banners and flags is processed by the City Architect and the Planning Division Manager for the City of Orlando.
2. The design must be approved by the City Architect and the Planning Div. Manager.
3. Sponsorship information may not comprise more than 10% of the banner or flag. Please provide a jpeg for review as well as a hard copy 8.5x11 in color for review.
4. The event must be a City sponsored or hosted event as described by the City Council Policy stated above.
5. Banners and Flags must be provided free to the DDB/CRA and meet design specifications. Flags may be returned with application fee if they do not meet specifications. The time limit will be determined by the City.
6. Banners and Flags will be installed by the DDB/CRA staff on our equipment.
7. Banners and flags shall not be displayed for more than ninety (90) days, provided, however, for good cause shown, an approval for an extension beyond the ninety (90) day limit may be approved upon review.
8. Banners and flags shall not be displayed for more than thirty (30) days prior to the event, provided, however, for good cause shown, an approval for an extension beyond the thirty (30) day limit may be approved upon review.
9. Banners and Flags will be made available for the applicant to pick up after their final fly date and if left beyond 30 days the DDB/CRA staff may discard or determine a storage fee at their discretion.
10. The DDB/CRA accepts no responsibility for damages or loss due to theft, vandalism, and weather or by any other means. For popular events, flag/banner over runs are recommended to cover disappearance.
11. Total flags/banners x \$10 (installation fee) = \$_____ total fee due to Orlando CRA. (Example: each lamppost will accommodate two flags and/or two banners at each location; therefore the cost of installation will be 2 x \$10 per lampposts or \$20 per lamppost – This covers installation and removal of the banners and flags).
12. Applicants must submit completed applications at least 90 days prior to the requested installation date, but no earlier than one year prior to the installation date.
13. Please refer to page nine of this packet for banner/flag size parameters.

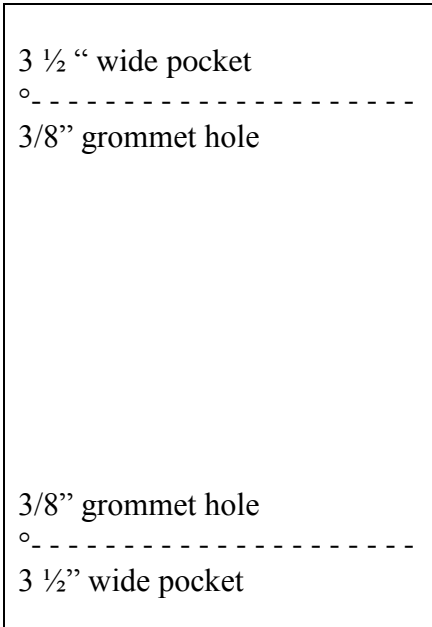
Make check or money order payable to the City of Orlando CRA.

GUIDELINES FOR FLYING BANNERS/FLAGS IN DOWNTOWN ORLANDO PROMOTING ORLANDO MAIN STREET

1. Permission to put up banners and flags is processed by the City Architect and the Planning Division Manager for the City of Orlando.
2. The design must be approved by the City Architect, Planning Div. Manager **and Main Street Design Committee.**
3. Sponsorship information may not comprise more than 10% of the banner or flag. Please provide a jpeg for review as well as a hard copy 8.5x11 in color for review.
4. **Orlando Main Street promotion banners/flags are only allowed in the respective district's boundaries.**
5. **Banners or flags promoting an Orlando Main Street district may be installed greater than 90 days provided they remain in good repair.**
6. **The design of banners and flags promoting an Orlando Main Street district must be updated once per quarter.**
7. **Banners or flags must promote an Orlando Main Street in its entirety.**
8. Banners and flags must be provided free to the DDB/CRA and meet design specifications. Flags may be returned with application fee if they do not meet specifications. The time limit will be determined by the City.
9. Banners and flags will be installed by the DDB/CRA staff on our equipment.
10. Banners and flags will be made available for the applicant to pick up after their final fly date and if left beyond 30 days the DDB/CRA staff may discard or determine a storage fee at their discretion.
11. The DDB/CRA accepts no responsibility for damages or loss due to theft, vandalism, and weather or by any other means. Flag/banner over runs are recommended to cover disappearance.
12. **Installation costs will be the responsibility of the Main Street Program. Payment to be remitted to the CRA once per quarter.** Total flags/banners x \$10 (installation fee) = \$_____ total fee due to Orlando CRA. (Example: each lamppost will accommodate two flags and/or two banners at each location; therefore the cost of installation will be 2 x \$10 per lampposts or \$20 per lamppost – This covers installation and removal of the banners and flags).
13. **Applicants must submit completed applications at least 90 days prior to the requested installation date, but no earlier than one year prior to the installation date.**
14. **Please refer to page nine of this packet for banner/flag size parameters.**
15. **If a banner/flag request to promote an event is approved by the DDB/CRA, the Orlando Main Street banners/flags will be removed by the DDB/CRA and replaced with the event's banners/flags for a predetermined time. Upon conclusion of the event's promotional period, the DDB/CRA staff will reinstall the Orlando Main Street district's banners/flags at no cost to the district.**

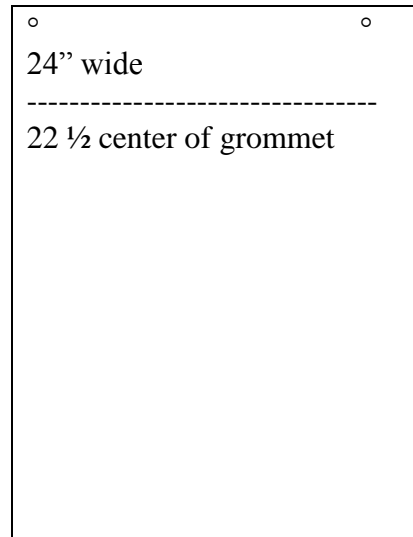
STANDARD BANNER STYLE

45” long maximum
16” wide



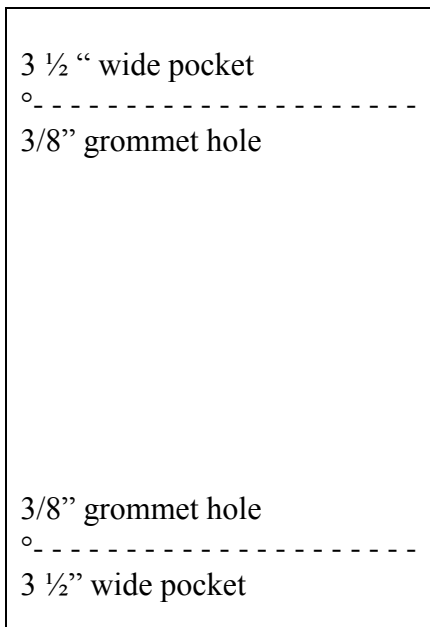
TRADITIONAL FLAG

36” long maximum
24” wide
22 ½” center of grommet



LYMMO BANNER

45” Wide x 80” long



BANNER/FLAG RECEPTACLE LOCATIONS

(Please note that each lamppost is capable of receiving two banners or two flags at each location.)
 The following list represents the number of lampposts and the street segment where each is located.

PLEASE MARK THE PREFERRED LOCATION AND RETURN WITH APPLICATION.

DUAL ACORN STREETSCAPE LIGHT FIXTURES WITH FLAGPOLE MOUNTS (FOR FLAGS ONLY)

NUMBER	STREET	LOCATION
116	Orange Ave.	Jefferson St. to Lake Lucerne Causeway
3	Orange Ave.	Adjacent to Echelon at Cheney Place
4	Marks St.	Adjacent to Echelon at Chaney Place
14	Boone Ave.	South to Anderson
32	Church St.	Garland to Magnolia
27	W. Church St.	Hughey to Division
29	W. Church St.	Division to Terry
20	Garland Ave.	Central to Church
5	W. South St.	Railroad to Orange
4	E. South St.	Orange to Magnolia
14	Hughey Ave.	Central to Bob Snow
53	Lake Lucerne Cr.	West and East
9	Under East/West Expressway	In parking lot and around Expressway Building
12	Rosalind Ave.	South to Lucerne Parkway
13	Rosalind Ave.	Robinson to Livingston
4	City Hall Plaza	Front steps of City hall
41	Central Blvd.	Rosalind to Garland
30	Central Blvd.	Rosalind to Summerlin
5	Robinson St.	Orange to Magnolia
3	Rosalind Ave.	Central to Wall St.
7	Rosalind Ave.	Pine to Central
10	E. Washington St.	Magnolia to Orange Ave
5	Washington St.	Orange Ave to railroad tracks
10	E. Washington St.	Magnolia to Rosalind
4	Rosalind Ave.	Between South & Jackson (Admin. Garage east side of street)
17	E. Washington St.	Thornton Park - Eola to Hyer
8	W. Livingston St.	Orange to Garland
2	Garland Ave.	Between Livingston & Amelia-east side of street
23	Church St.	Walk pad - Farmers Market
6	Church St.	Hughey to Garland – south side of street
5	Church St.	Hughey to Garland – north side of street on Farmers Market Pad

2	Hughey Ave.	Bob Snow to Church-east side of street on Farmers Market Pad
1	Hughey Ave.	Bob Snow to Church-west side of street
4	Court Ave.	Pine to Central-east side of street
11	Court Ave.	Between Central and Washington
5	W. Pine St.	Garland to railroad tracks – north side of street
6	W. Pine St.	Garland to railroad tracks – south side of street
3	E. Pine St.	Rosalind to Liberty – north side of street
8	Magnolia Ave.	West side of street between Livingston and Amelia
18	Amelia St.	Orange to Magnolia – 9 on north, 9 on south
20	E. Livingston St.	Orange to Magnolia
7	Orange Ave.	Livingston St to Amelia – east side of street
5	Wall St Plaza	Between Orange Ave. & Court St.
4	Division Ave.	Between Church St. and Pine St.
60	Summerlin Ave.	Between Robinson St. and South St.

CURRENT BANNER BRACKET LOCATIONS DOWNTOWN (BANNERS ONLY)

Central Boulevard

41 lampposts from Gertrude’s Walk east to Rosalind (accommodating 82 banners)

Central Boulevard

30 lampposts from Rosalind east to Summerlin (accommodating 60 banners)

Washington Street

22 lampposts from Rosalind west to Orange (accommodating 44 banners)

2 lampposts from Hughey Ave. to Beggs Ave. (accommodating 4 banners)

East Washington Street

17 lampposts from Eola east to Hyer (accommodating 34 banners)

Church Street

37 lampposts from Magnolia west to Market Place (accommodating 74 banners)

West Church Street

27 lampposts from Hughey west to Division (accommodating 54 banners)

West Church Street

29 lampposts from Division west to Terry (accommodating 58 banners)

Orange Avenue

116 lampposts from Jefferson south to Lucerne (accommodating 232 banners)

7 lampposts from Amelia St. to Livingston St. (acc. 14 banners)

4 lampposts from Marks St. to Park Lake St. (acc. 8 banners)

Parramore Avenue

31 lampposts from between Church and Anderson (accommodating 62 banners)

43 lampposts around The Parramore Heritage Park (acc. 86 banners)

Wall Street Plaza

5 lampposts between Orange and Court (accommodating 10 banners)

Court Avenue

11 lampposts between Central and Washington (accommodating 22 banners)

Pine Street

3 lampposts between Rosalind and Liberty (accommodating 6 banners)

Rosalind Avenue

7 lampposts between Pine and Central (accommodating 14 banners)

3 lampposts between Central Blvd. and Wall St. (acc. 6 banners)

Beggs Ave.

9 lampposts between Washington St. and Robinson St. (acc. 18 banners)

Robinson St.

3 lampposts between Beggs Ave. and Hughey Ave. (acc. 6 banners)

Hughey Ave

10 lamppost between Robinson St. and Washington St. (acc. 20 banners)

7 lampposts between Washington St. and Central Blvd. (acc. 14 banners)

Magnolia Ave:

8 lampposts between Livingston St. and Amelia St (acc. 16 banners)

Amelia St.

18 lampposts between Orange Ave. and Magnolia Ave. (acc. 36 banners)

Livingston St.

20 lampposts between Orange Ave. and Magnolia Ave. (acc. 40 banners)

8 lampposts between Orange Ave. and Garland Ave. (acc. 16 banners)

APPLICATION NOTIFICATION AND APPROVAL

Downtown Development Board/CRA and City- Review

(by signature we acknowledge this item has been reviewed and approved by the Appearance Review Official on behalf of the DDB/CRA and the Planning Division Manager that it meets the Policy and or obtained City Council determination that it meets the above policy.)

Richard Forbes, 407 246-3350
Appearance Review Officer

Dean Grandin, 407 246-2120
Planning Division Manager

If applicable, City Council Approval
City Council Meeting Date:

Planning Division Manager

Date

Conditions of approval if any: _____

