



City of Le Sueur, MN
Banner Installation Application

APPLICANT INFORMATION	
Organization Name:	Applicant Name:
Street Address:	City:
State:	Zip Code:
Phone:	Email:

BANNER INFORMATION	
Installation Date Requested*:	Removal Date Requested*:
Banner Length (in feet):	
Direction Banner Should Face (if one-sided):	NORTH SOUTH

*Please note: banners are only installed/removed Monday – Friday.

I (we) do hereby agree to the following regulations:

1. I will abide by the City of Le Sueur Banner Policy in regard to my request to have a banner installed above Highway 112.
2. I understand that I will be required to provide a banner meeting the specifications outlined by the City (see next page).
3. Should I fail to meet the City specifications, I understand the City may deny my request or remove my banner at any time.
4. After installation, should the banner become damaged and present a public safety hazard requiring removal of the banner after regular business hours, I agree to be responsible for all costs incurred by the City in removal of the banner.
5. Banners shall not include directional signage (i.e. the banner shall not have an arrow or any other directional marking directing people to a particular place).

 Signature of Applicant or Authorized Representative

 Date

OFFICE USE ONLY	
Date Received:	Date Approved/Denied/:
Reason for Denial (if applicable):	
Amount Paid:	City Administrator Signature:

BANNER SPECIFICATIONS

Once your application has been approved by the City of Le Sueur, it will be necessary for you to provide the City with a banner that meets the specifications outlined below. Should you have any questions regarding these specifications, applicants are encouraged to contact the City prior to having the banner made to ensure all specifications are met. Please review the attached banner drawing and the photo of the required clips to ensure you meet specifications.

1. Banners must be no larger than **30"-34" wide by 30' long maximum**.
2. Applicant must supply all clips to the correct size. A "to scale" photo of the correct clips is attached on the following page and rope size 3/8".
3. Clips shall be installed across the top and bottom every 24" and clips in all four corners. Clips and rope must be installed by the applicant prior to delivery to the City.
4. Banner edges shall be **2", double thickness**.
5. Wind relief shall be provided a minimum of every 30" top and bottom and use a minimum of eleven wind flaps.
6. Banner must be delivered to the City of Le Sueur Electric Department (505 Boright St.) prior to installation day.
7. Banner must be picked up from the City of Le Sueur Electric Department within five (5) working days of the banner removed. If not collected within the time frame, the City will dispose of the banner without further notice to the applicants. The Electric Department is open Monday – Thursday, 7:00am – 4:00pm, and Friday, 7:00am – 1:00pm for your convenience.