



Application for Use of State of Texas Right of Way for Temporary Signs for Special Events

Please print or type information

Date: _____

To the Texas Department of Transportation (TxDOT)
c/o Area Engineer Nacogdoches, Texas

This form must be received at least 7 days prior to proposed use on the right of way.

Applicant _____ proposes to place a sign within the right of way of Highway U.S. Business 59 (North Street) Location 1900 North Street, near the intersections of U.S. Business 59 and Ellington Street and U.S. Business 59 and Vista Drive (SFASU) in Nacogdoches County, Texas.

Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet.

The temporary structure/vehicle will be placed N/A feet from the roadway and will have the following characteristics:

Mounting Height 19 feet Thickness _____

Sign Dimensions (Height, Width, Length) Height = 4 feet, width = 1 inch, length = 36 feet

Sign Material _____

Sign Support Dimensions 23 feet tall, separated 42 feet apart

Sign Support Material Steel

Proposed Text _____

Background Color _____ **Legend Color** _____

The right of way will be used **FROM DATE** _____ **TO DATE** _____
(maximum of 60 days) and the nature of the event is _____

The sponsor of the event, if applicable, is _____

I will avoid or minimize impacts, and will, at my own expense, restore or repair damage resulting from this event.
I will be responsible for any damages or accidents that may occur during the term of this permit and save TxDOT and the State of Texas harmless.
I will abide by all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restrictions required by TxDOT to protect natural and cultural resources of the right of way.
If this event causes hazardous traffic conditions to develop, I will cease the activity until corrective measures have been implemented.
It is expressly understood that TxDOT reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.
By signing below, I agree to the conditions/provisions included in this application. I am authorized to sign on the behalf of the organization holding the event.

Applicant	Mailing Address
By _____	_____
Title _____	City, _____ State _____ Zip _____
Signature _____	() _____ Area Code Telephone Number

Approval

Name of Applicant

Control Number

Section

Highway Number

County

Start Date of Agreement

Termination Date of Agreement

Signs must be constructed of heavy cardboard, plastic, fabric mesh or plywood, no thicker than ¼ inch.

An approved sign must not:

- exceed 16 square feet in placed on the roadside to inform the traveling public;
- exceed four square feet if used to guide participants in a bicycle or pedestrian event;
- extend more than three feet beyond the pavement edge if the sign is a banner; or
- imitate or resemble any official traffic sign, signal, or device.

An approved sign may not be placed:

- in a location where it may prevent the driver of a vehicle from having a clear and unobstructed view of official signs and approaching or merging traffic;
- on any highway appurtenances, including, but not limited to bridges, traffic control devices, official signs, sign supports, and light standards, poles, and delineators;
- on a tree or other natural feature;
- less than 18 ½ feet (clear) above the pavement if the sign is a banner placed over the pavement; or
- closer to the pavement edge than official highway signs, except for those signs used to guide participants in a bicycle or and pedestrian event.

TxDOT reserves the right to remove a sign if it becomes a hazard due to inclement weather, inadequate maintenance, accidental damage, or other hazardous cause. A sign approved for temporary use may not be erected more than 24 hours prior to the event. However, if the sign is a banner it may be installed no more than 30 days prior to the event.

It is understood that a sign must be removed within 24 hours of the completion of the event; except banners shall be removed within seven days of the completion of the event. A special event sign not removed within the allotted time is subject to removal by TxDOT and the applicant is liable for removal and disposal costs.

It is expressly understood that TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway. In the event the party fails to comply with any or all of the requirements as set forth herein, the approval may be revoked and TxDOT may take appropriate action.

Name of TxDOT Representative

Address

Title

Signature, TxDOT Representative

City, State Zip
() -

Date of Final Approval

Area Code Telephone Number

**TEMPORARY OVERHEAD STREET BANNER
PERMIT APPLICATION**

Date of Application _____

Name of organization _____

Contact person _____ Title _____

Mailing Address _____

Phone _____ Fax _____

Signature _____

Name of event _____

Dates banner will be displayed Installed _____

Removed _____

Installation location(s) [Circle one or both]

1200 University Drive

1900 North Street

Sign Contractor Name _____ License # _____

Address _____ Phone _____

Sign Contractor Signature _____

_____ Approved Texas Department of Transportation permit is attached

_____ Photo or artwork depicting banner is attached

_____ Filing fee of \$200

For Office Use Only:

Date Application Received _____ Fee _____ Permit # _____

Temporary Overhead Street Banners Policy

The following policy shall govern the consideration of requests for the use of overhead street banners:

- 1)** The Nacogdoches City Commission authorizes and directs the City Manager's designee to review and permit the use of overhead street banners in compliance with the following requirements:
- 2)** Civic associations, fraternal organizations, non-profit organizations including professional and trade associations, may apply for a permit to display overhead street banners temporarily, not to exceed a period of 15 consecutive calendar days. Banner displays will only be permitted for Community Wide events and will not be permitted if of political or religious nature. All overhead street banners must be erected on pre-approved City of Nacogdoches owned poles, designed and erected for the purpose of hanging temporary overhead street banners.
- 3)** Reservations of above-mentioned poles will be accepted on the first business day of each calendar year. Reservations will be granted in the order applications are received.
- 4)** Applicants must furnish a bond indemnifying the City from any personal injury or property damage, which might result from the construction, fastening, tying, disconnecting, or maintaining any such temporary overhead street banners.
- 5)** All overhead street banners shall be erected by a firm covered by a public liability, personal injury and property damage insurance policy, which shall be issued by an insurance company acceptable to the City. Such policy shall be in the amounts of not less than \$50,000 for injury to one person, \$100,000 for injuries to two or more persons resulting from or arising out of one accident, and \$50,000 for property damage. The City of Nacogdoches shall be named as an additional insured in said policy. No overhead street banners shall be erected by any firm not having a Sign Contractor's license on file in the City's Inspection Services Department.
- 6)** In order to minimize the effect on traffic flow, all temporary overhead street banners should be installed and removed on weekdays between 9:00 a.m. and 4:00 p.m. or during daylight hours on the weekends. Nighttime installation and removal is prohibited. Failure to remove the banners on the agreed upon date will result in removal by the City with a \$100 handling fee issued to the applicant. After removal, the City will inspect the poles. If there is any significant damage to the poles, repairs and/or replacements will be made by the City. The cost of these repairs will be billed to the applicant with payment due to the City in 30 days.
- 7)** Any signs regulated under this policy shall also comply with all Texas Department of Transportation rules and regulations regarding use of state property.
- 8)** A permit fee in the amount of \$200.00 per permit shall be required to cover the cost of policing and regulating.
- 9)** The City retains the right to refuse a reservation based upon the person or organization's failure to comply with this Banner Policy within the past two years.
- 10)** The City retains the right to refuse placement of a banner that does not satisfy sound construction methods.