

### **Application for Banner Installation Request Checklist**

*Note: Applicants must submit their application at least four (6) weeks prior to event to ensure PennDOT approval*

#### **If approved by Council, the following criteria must be met for banners:**

- o The height of the banner must not be greater than 36 inches
- o Grommets must be placed in all four corners and the corner areas reinforced.
- o Grommets must be placed along the top edge of the banner to secure the cable.  
Preferably, this top edge is also reinforced.

#### **Other items that must be included when dropping off the banner:**

- o A minimum of 50 feet of “75 lb” cord
- o A minimum of 25 plastic zip wire ties

***Banners are to be dropped off at Hope Hose Fire Company, 124 E Church St, Lock Haven.***



Date of Submission: \_\_\_\_\_

**City of Lock Haven**  
**Application for Banner Installation**

Applicant's Name: \_\_\_\_\_ Applicant's Organization: \_\_\_\_\_  
(if applicable)

Applicant/Organization \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Other Contacts: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Installation: From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Banner: \_\_\_\_\_

Is applicant organization a non-profit? ☐ Yes ☐ No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this application to the Director of Community Life's Office**  
**20 E Church St, Lock Haven, PA 17745**  
or email at [kcampbell@lockhavenpa.gov](mailto:kcampbell@lockhavenpa.gov)

**OFFICE USE ONLY:**

Date of Council Action: \_\_\_\_\_ PennDOT Application Filed on: \_\_\_\_\_ Approval Received on: \_\_\_\_\_

Authorization to install by: \_\_\_\_\_ Date: \_\_\_\_\_