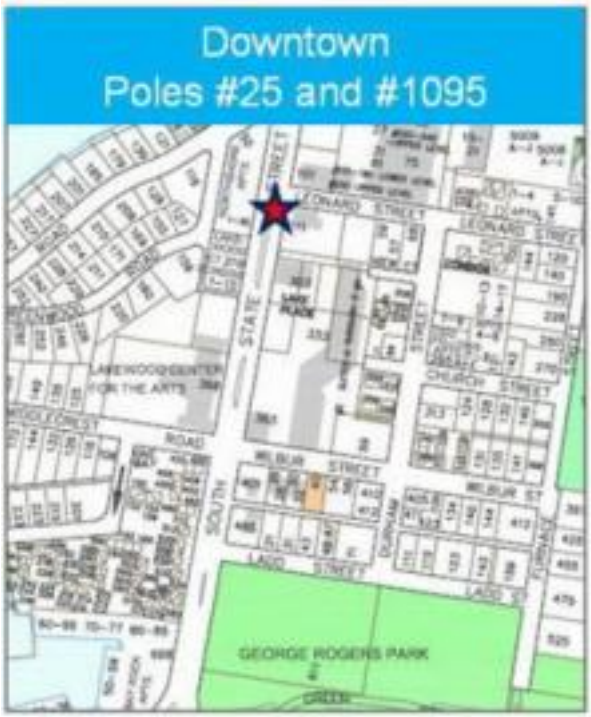
Special Event Sign Banners Over Roadway



Special event banner signs are temporary banners that are hung over the roadway to advertise upcoming events in or near Lake Oswego. A banner sign may be posted for a maximum of one week during high season (April to August) and two weeks during low season (September to March), once per calendar year. Maximum size is three feet in height and 30 feet in width.

There is one location in the City where the public is permitted to hang banner signs over the roadway: at Leonard Street over State Street in downtown Lake Oswego. (Banners for City-sponsored events are located elsewhere). The signs are installed and removed by the City's Operations Division on the dates specified by the applicant if they have obtained a Temporary Banner Permit (see permit instructions below). Banners are installed and removed on Mondays.

Since banner signs are hung from utility poles owned by Portland General Electric (PGE), written permission from PGE and liability and/or property damage insurance is required to hang the sign. Additionally, because State Street is a state highway, written permission from the Oregon Department of Transportation (ODOT) is required to hang a banner sign.

Springtime and summertime are the busiest times of the year for banner signs, so it is strongly recommended that anyone wishing to advertise an event apply early to reserve a spot. Banner applications are accepted up to 6 months in advance. Only complete applications that include all necessary written authorization from PGE and ODOT will be accepted to reserve time slots.

1. Check with the Planner on Duty to see what time slots are available
   Note: the calendar is updated daily, so time slots are not guaranteed to be available until a complete sign banner application form is filed with the City. Time slots and banner locations are reserved on a first come first serve basis.
2. To obtain written authorization from ODOT, fill out the two page ODOT application including a drawing of the banner, and mail to the address below. Only original copies are acceptable, so faxing and emailing the information are not options. Include a copy of the authorization with the Sign Banner Permit application to the City. The contact information for ODOT is as follows:

Lisa Kraxberger, Office Specialist II
ODOT
6000 SW Raab Road
Portland, OR 97221
(Phone) 971-673-6200
(Fax) 503-653-5655

3. To obtain written authorization and liability and/or property damage insurance from PGE for the time slot you wish to reserve, fax the 10-page application, including map showing banner location, drawing of banner, and copy of approved ODOT permit to PGE at the address below. A copy of the authorization and insurance must be submitted with the Sign Banner Permit application to the City. The contact information for PGE is as follows:

1. Faye Garland, Utility Asset Management
   Portland General Electric (PGE)
   2213 SW 153rd Drive
   Beaverton, OR 97006
   (Phone) 503-672-5576 for receptionist
   (Fax) 503-672-5555
   Email: faye.garland@pgn.com

   Note: The PGE pole numbers for this location are #25 and #1095.
2. Complete the City's Sign Permit Application Form and turn in the application packet to the Planning Department on the third floor of City Hall. See a complete list of the permit requirements below.
3. After obtaining a Temporary Sign Permit at City Hall, take the permit and the banner to the City's Operations Division (5705 Jean Road), at least one week prior to the installation date. The Operations Division will install and remove the banner on the dates specified by the applicant (not to exceed two weeks for low season and one week for high season in duration).

Banners are installed and removed on Mondays.

Supporting Documents

Special Events Sign Banners Over Roadway Application

Web Links

Special Events Permit Information

Directions

Lake Oswego, OR
See map: Google Maps

Source URL (retrieved on *05/21/2013 - 9:07am*):
http://www.ci.oswego.or.us/planning/special-event-sign-banners-over-roadway