



## Downtown Development Authority (DDA) Temporary Gateway Sign Banner Application (Only)

### Banner Use Fees (due after DDA approval):

Blue Star Highway & Center Street	\$35 per use
Blue Star Highway & Main Street	\$25 per use
Both locations used simultaneously	\$50 per use
Reoccurring events with more than 5 uses per year	\$10 per use

*The Village of Friendliness - Since 1870*

**Application Checklist**

- A Completed and Signed Downtown Development Authority Temporary Gateway Sign Banner Application  
 Note: Applications may be submitted up to 90 days prior to the requested display date and must be submitted no less than 30 days prior to the requested display date. Applications are reviewed by the DDA Board at its regular monthly meeting on the fourth Wednesday of each month. *Placement of Temporary Gateway Sign Banner is on a first come, first serve basis and pending DDA approval.*
- Rendering or graphic of proposed temporary banner

**Conditions of Banner Display:**

- One week prior to the event until 24 hours after the event
- The banner must be securely fastened and meet safety standards
- Banners must be weather-resistant
- Banners must not contain offensive or inappropriate content
- Banners must not be larger than 94" wide x 24" high

**Applicant Information:**

Name: \_\_\_\_\_ Organization \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Banner Information/Location:**     Blue Star Highway & Center Street     Blue Star Highway & Main Street     Both Locations

Event/Promotion Name: \_\_\_\_\_

Requested Display Date(s): \_\_\_\_\_

**Community / Business / Event Promotion:**

Describe how this banner promotes a business, community event, or activity that benefits the City of Douglas.

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Submission of this application does not guarantee approval. All applications are pending approval by the Downtown Development Authority. If approved, the applicant will receive an email confirming the approved location(s), approved display date(s), and fee total payable online at ([tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline)).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

CITY INFORMATION - DDA Approval Date: _____	Total Fee: _____	Paid Date: _____
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