



Carson City Planning Division

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180 – Hearing Impaired: 711
planning@carson.org
www.carson.org/planning

2025

Carson Street at Telegraph Street Overhead Banner Request

Contact Name: _____ Phone: _____

Email Address: _____ Fax: _____

Name of Organization: _____ Non-Profit ID: _____

Mailing Address: _____

Event Name: _____

Week Requested for Banner (Mon-Sun): _____

Could the banner be placed on a different week? Yes No

If yes, provide alternative week _____

Describe in detail the event, number of participants, scheduled dates and time of event.

HOLD HARMLESS AGREEMENT:

The undersigned hereby makes this application to the City of Carson City for hanging banner(s) and certifies the information given in the application and supporting material is correct. The undersigned further states that (s)he has the authority to make this application and agrees that the applicant will observe all regulations and conditions of Carson City. The applicant/organization agrees to indemnify, Carson City, alleging damage or injury arising out of the subject matter of the Agreement; provided however, that such provision shall not apply to the extent that damage or injury results from sole fault of the City.

Applicant Name _____

Signature _____ Date _____

Purpose:

The purpose of this program is to allow for the display of public service messages or event announcements promoting community events taking place within Carson City limits, not private commercial advertising, in the form of street banner(s) over the public right-of-way (US 395) Carson Street in a safe orderly manner. A permit from Carson City must be obtained prior to hanging a banner.

Applicants:

Applicants must be:

1. A Carson City-based organization;
2. Non-religious and non-political in nature; and
3. A non-profit (IRS designated) or civic organization or part of a Carson City-sponsored event

Banner Specifications:

Banners shall meet all of the following criteria (also see attached Typical Banner Design sheet):

- Banner text must reflect a public service message or community event announcement.
- No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event.
- Banners shall be made of a minimum 18 oz. vinyl banner fabric, with inner core polyester fiber.
- Banners shall be 34 inches in height.
- Banners total length shall be 40 feet.
- Banners shall have:
 1. Spring Snap connectors on top and bottom every two feet on center, top and bottom. (Steel Spring Snap connectors shall have: Work load limit 280lbs, snap opening of 7/16", eye diameter 3/8", overall length of 3 1/8")
 2. Sewn in polyester webbing on all edges.
 3. Reinforced corners, both front and back.
 4. "O" or "D" rings sewn into the webbing on each corner.
 5. Appropriate (eight inch) wind-holes for banner size.
- Banners shall be kept in good repair. The Applicant shall make arrangements for repair or removal of banners as soon as possible after notification of the problem.
- Banners may be printed on both sides; it is suggested to include messaging in both English and Spanish.
- A copy of the approved permit must accompany the banner when delivered to the Carson City Streets Department.

Application Submittal Requirements:

- Banner construction detail including art/text design.
- Complete, signed application form.

Reservations Instructions:

The Planning Division will be accepting applications for Banner reservations for the year 2025 starting October 1, 2024. If you are interested in reserving a week, please fill out the attached application, provide the information required and return the application to the Planning Division. The Planning Division will evaluate all applications and confirm reservation approvals at a later date. Reservations are limited to no more than one reservation per month by any one group.

- **Application:** Return a completed application and banner construction detail, including art and text design to:

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Carson City, NV 89701
(775) 887-2180
planning@carson.org

- Banners are hung and removed by Carson City. Banners must be delivered to the Carson City Public Works office (775) 887-2355, 3505 Butti Way, no later than 5:00 pm on the Thursday of the week prior to banner installation. Banner(s) delivered later than deadline are not guaranteed to be hung.
- **Duration:** Banner(s) will be hung the first working day of the week for which the banner is permitted and shall be removed the following week (first working day).
- **Pickup:** Banner(s) must be picked up within one week of the removal date.

If you have any questions regarding these guidelines, please call the Planning Division at: (775) 887-2180.