



CITY OF HOUSTON

Houston Public Works/Houston Permitting Center/Office of the City Engineer

Application for Banner District Creation

City Code of Ordinances § 40-30

APPLICANT INFORMATION			
Name			
Contact Person		Title	
Email		Phone	
Physical Address			
Mailing Address			
BANNER INFORMATION			
Please attach the following information to this application:			
<ul style="list-style-type: none">• Request letter for amendment of existing council motion• District boundary map• Site plan to show locations of banners• Banner details (dimensions, material, text, ground clearance)• proportion of nonresidential in banner area• ROW width• Latitude, longitude coordinates (WGS 84, decimal degrees) of each banner to be used for GIS mapping• Pre-approval letter from CenterPoint to install banners on their poles			
<input type="checkbox"/> Yes <input type="checkbox"/> No All documents are attached			
SIGNATURES			
I am authorized by the proposed banner district to submit and sign this application.			
Signature of applicant		Date	
Print applicant's name		Title	

Banner District Creation Procedure

1. District provide following information to OCE/Encroachment Group
 - 1) Banner District Contact Application Form (form attached)
 - 2) Request letter for amendment of existing council motion
 - 3) District boundary map
 - 4) Site plan to show locations of banners
 - 5) Banner details (dimensions, material, text, ground clearance)
 - 6) proportion of nonresidential in banner area
 - 7) ROW width
 - 8) Latitude, longitude coordinates (WGS 84, decimal degrees) of each banner to be used for GIS mapping
 - 9) Pre-approval letter from CenterPoint to install banners on their poles
2. Reviews all of information
3. Email related files to Office of the Director to introduce project (request letter, overall map, banner detail, summary)
4. Contact Office of the Director to make appointment to council member for pre-review
5. Draft 1st RCA for public hearing in Novus
6. Prepare signature package to obtain signatures from OCE and HPW
7. Council holds public hearing
8. Council issues CM for public hearing approval
9. OCE drafts 2nd RCA to council for creation of banner district
10. Council approves creation. Issue Council Motion signed by the City's secretary.
11. OCE does mapping for banner locations
12. Sign Administration (SA) is in charge of maintenance/inspection after installation.