



BANNER REQUEST

The following information will need to be submitted prior to a Banner placement request to be considered in addition to a Right-of-Way Permit:

- Event Name
- Date of event
- Dates banner is to be in place (21 day maximum)
- Non-Profit organization (proof of not for profit status)
- Plan showing location and dimensions (example attached)
- Plan showing actual banner with dimensions and all text and graphics
- Text description of location of banner (closest street intersection)
- Physical address of property nearest to the utility poles being used
- Utility pole identification numbers
- Indemnification agreement executed by IPL (obtained from IPL if IPL poles to be used)
- Completed Right-of-Way permit application (obtained at 1200 Madison Ave. Suite 100)
- Total fee of \$194.00 (\$32.00 application fee + \$162.00 permit fee)
- Please remit all items to:

City of Indianapolis
Department of Business and Neighborhood Services
1200 Madison Ave. Suite 100
Indianapolis, IN 46225

SAMPLE

