



Public Road Banner Policies

Please return the completed application to the Public Works Department by email to Sarah.owsiany@lafayetteco.gov.
Permit form must be received by Public Works at least 72 hours prior to event.

All banners must adhere to the following specifications:

- 3' x 30' and have wind slots.
- Have grommets at all four corners and along the top and bottom, spaced approximately 18" x 24" apart.
- Be reinforced on all edges by a 1" piece of webbing securely sewn into place.
- Have all four corners reinforced by a triangular piece of webbing that extends at least 6" along two edges to form the triangle.
- Must be printed on both sides.

- Priority will be given to:
 - Lafayette community events
 - City-sponsored events
 - Chamber of Commerce events
 - Public community events (school, library, fire department, etc)
 - Semi-public community events (community plays, non-profit events, etc.)
- Reservations may be made up to 6 months in advance. If payment is not received at least two weeks prior to the date the banner is to be hung, the reservation will be canceled.
- No commercial advertising is allowed on the banners.
- Torn banners will be taken down immediately.
- Banners and the receipt for payment must be delivered before 3pm Monday through Friday the day before the banner is to be hung to:
Public Works City Service Center
1700 Avalon Avenue
Lafayette, CO 80026
- Banners must be picked up at the City Service Center after they are taken down. **Banners not claimed within 10 days will be destroyed.**
- The fee for the hanging and taking down of banners is \$50 and can be paid to the Finance Department at 303-665-5588.

If you have any questions, please contact the Public Works Department at 303-661-1277.