

Town of Plum Lake

8755 Lake Street * P.O. Box 280 * Sayner WI 54560
EVENT PERMIT APPLICATION (REVISED 2-2025)

- * *If any of the items provided by the Town for any event (Cones, Road Horses, Street Signs, No Parking Signs, Picnic Tables, etc.) are missing, stolen, or damaged, the organization will be billed accordingly.*
- * *Recycling containers provided by the Town **MUST BE** used for any and all events!*

(PLEASE check ALL that apply)

- | | |
|--|--|
| <input type="checkbox"/> Event to be held on Town Streets (<i>Street Closing</i>) | <input type="checkbox"/> Amplifying Devices |
| <input type="checkbox"/> Display Goods, Wares or Merchandise on Sidewalks, Streets, or Alleys for Special Events | <input type="checkbox"/> Temporary Signs |
| | <input type="checkbox"/> ** Street Banners (<i>the attached D.O.T. app <u>MUST</u> be filled out</i>) |

**** It is the responsibility of the Organization to deliver the banner(s) to the Dept at least one week prior to the event and pick up the banners after they are taken down. Public Works does NOT store Banners.**
**** Temporary Signs and Banners are NOT permitted on Town property or property owned by the WI D.O.T.!**

PLEASE PRINT CLEARLY all of the information that relates to the type of permit you are applying for:

Today's Date: _____ Event Date(s): _____

Event Name: _____

Times of Event: _____

Organization Name: _____

Contact Person(s): _____ Phone #(s): _____

Contact Email: _____

Physical **AND** Mailing Address: _____

Street(s) to be CLOSED: _____

Barricades / Cones / Picnic Tables (detail how many of each are needed): _____

Event Location / Display: _____

Type(s) of Goods to be Displayed: _____

Location of Signs: _____

(please attach a detailed list OR mark the areas on the map with an "X" indicating where temporary signs will be)

Location of Street Banners: _____

The Organization MUST supply a copy of their current applicable liability insurance coverage prior to the event.

Signature of Organizer: _____ Print Name: _____

Current Certificate of Insurance on file: Yes No

Approved by the Plum Lake Town Board on _____ with the following stipulations: _____

Town of Plum Lake – Clerk

Final approval of this application is based on the concurrence of the Plum Lake Town Board.

Updated: 2/12/2025

Permit for Street Banners and Portable Signs

A building permit is not required for street banners and/or portable signs advertising public entertainment or non-profit organizational events. However, prior approval must be obtained from the Town Board specifying the banner/sign and the specific location. No sign may be erected for a period exceeding ten (10) days prior to the event or three (3) days following the event. Proof of liability insurance must be provided to the city clerk prior to erecting the banner/sign.

City of Eagle River must receive from the Organization or Wisconsin D.O.T. written permission from the Wisconsin Department of Transportation (note: attached application) before banner may be erected.



TEMPORARY BANNER/ CIVIC DISPLAY INSTALLATION APPLICATION/ PERMIT

Wisconsin Department of Transportation

DT1876 1/2014 (Replaces ET717) s.86.19(2) Wis. Stats.

Submit application in duplicate to the Division of Transportation System Development Regional Office, Wisconsin Department of Transportation (WisDOT). A single application may be made for each associated pair of temporary banners or group of civic displays.

Applicant - <i>If applicant is not a municipality, indicate endorsement below by responsible municipal official.</i>	
Contact Person Name	(Area Code) Telephone Number
Mailing Address, City, State and ZIP Code	Email Address
Wording on Banner	
Location(s) Highway Number	At
	And At
Date To Be Erected	Date To Be Removed
Date To Be Removed	

The undersigned applicant requests permission to install temporary banner(s) and/or civic displays at the above location(s). It is understood and agreed that the applicant shall comply with the general and specific conditions stated below and/or attached. The undersigned certifies that he/she is authorized to sign this application on behalf of the named applicant.

X _____
 (Applicant or Authorized Representative Signature) (Date - m/d/yyyy)
 Representative Title _____

X _____
 (Municipal Endorsement Signature)
 Municipal Title _____

CONDITIONS

1. A banner is defined as a flexible, horizontal sign extending with its rope or cable supports across an entire roadway.
2. The lettering on banners shall be at least 4 inches in height and the minimum clearance to ground on overhead banners shall be 17 feet.
3. The banner shall not be made of rigid material, and shall have no horizontal stiffeners, except that it may be supported on an overpass. Civic displays may be made of ridged material.
4. Banners and civic displays shall not be permitted over Interstate highways, freeways or expressways.
5. Banners and civic displays shall be removed or replaced when legibility is impaired due to wear or fading.
6. Permitted maximum length of time for banner displays is 30 days for events, and 90 days for community promotion.
7. No banner or civic displays shall be installed using state-owned supports.
8. If new supports are installed to support an overhead banner or any civic display, the applicant shall review the proposed installation with the Regional Traffic Engineer.
9. The applicant shall accept full responsibility for any damage claims resulting from any permitted banner or civic displays.
10. Owners of banners or civic displays which do not conform to the stated conditions are subject to penalty as provided in s.86.19(3) Wis. Stats.
11. Notwithstanding the preceding, no banner or civic display shall display commercial advertising or advertise specific commercial products, services or businesses. The inclusion of a brand name within the name of an event, such as "Brand X Bike Race" is permissible on banners.
12. The applicant shall provide certification, by a Professional Engineer, that any banners or civic displays installed on lighting supports shall meet wind loading requirements.
13. Other conditions: No Yes On Reverse Attached

PERMIT Approved for the Wisconsin Department of Transportation

Permit No. _____

X _____
 (WisDOT Representative Signature) (Date - m/d/yyyy)
 Print Name and Title _____
