

## **D. Banners, Flags, & Signs**

Want to promote your event with temporary signage? Please provide all details about temporary sign usage in your Special Event Permit Application, including type, size, material, placement, quantity, anchoring plan, and removal plan.

### **Banners:**

Banners are permitted if:

- placed over an existing sign face,
- placed at least eight (8) feet above ground level on existing poles or other supports which serve another primary purpose, or
- placed on an existing building, canopy, solid fence, or other structure located behind the front yard setback.

Banners are not permitted to be installed, even temporarily, on the structural canopies located above pedestrian crossings along Santa Fe Avenue. There are no exceptions to this regulation.

### **Temporary Signs:**

The City of Salina allows the promotion of special events while maintaining the safety and aesthetics of the community and public streets. Banner, flag, and sign temporary use details must be provided to the City of Salina in the Special Events Permit Application to receive approval.

City regulations allow two (2) temporary signs (e.g., 2x2 or 2x4 yard signs) per private property. Signs must not exceed 8 square feet in residential areas and 32 square feet in commercial areas. You can verify City zoning [here](#). Temporary signs may not be placed more than seven (7) days in advance of your special event and must be removed within twenty-four (24) hours after your event ends. When a sidewalk is present, temporary signs must not be placed between the sidewalk and curb (public right-of-way). When a sidewalk is not present, temporary signs must be placed greater than ten (10) feet from the back edge of the curb. Temporary sign placement is not permissible in the public right-of-way. Temporary sign placement details can be found [here](#).

Additional information about the allowable use of temporary signs can be found in our Mobile & Temporary Signs brochure [here](#) and in our City of Salina codes ([Sec. 42-508](#) – *Temporary signs, banner signs, and mobile signs*). You can also find additional information about temporary signs and frequently asked questions [here](#).

### **Marking your site for your event:**

The City of Salina strongly encourages the use of directional signage. You may mark your layout at your site during your permitted set-up time with other means. However, please be aware of the following guidelines for this:

- Nothing may be attached to trees or bridge railings.
- Cords or rope may not be strung across the ground without cord covers.
- Only handheld sidewalk chalk or water-based spray paints such as athletic field paint, inverted marking paint, and inverted marking chalk are permitted for use on streets or

sidewalks. Chalk and/or paint must be easily cleaned from sidewalks and streets, and these permitted substances must typically fade on their own within thirty (30) days or less with rain. Chalk and/or paint are not allowed in City park facilities.

- Banners may not, under any circumstances, be attached to structural overhead canopies downtown.

**NOTE:** Any cleaning or repair to damaged streets, sidewalks, or other public property resulting from site marking will incur additional fees and/or charges. The City of Salina reserves the right to remove any promotional or event signage that does not adhere to placement or use regulations.

*Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions about using banners, flags, or signs for your event.*