



Right-of-Way Use Permit Application Type A - Banner Permit

Form FE098
Updated
January 2026

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, WA 98002

Mailing Address:
City of Auburn
25 West Main Street
Auburn, WA 98001-4998

Webpage, Email, and Phone
www.auburnwa.gov
rowusepermit@auburnwa.gov
Phone: 253-931-3010

Purpose of banner and date of event.	
Application Fees	\$75.00 per banner per time slot per location. All fees are due with application submittal and are non-refundable. Fees listed are valid through December 31, 2026.
Banner Location	Dates Requested
☐ Main Street	
☐ BNSF Rail Bridge – North Side	
☐ BNSF Rail Bridge – South Side	

Applicant Information - All information related to this application will be sent to this contact.		
Company Name		
Contact Person		
Address		
City, State, Zip		
Phone Number		
E-Mail Address		
I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.		
Date	Signature	Title

Additional Applicant Information			
The City requires the name, daytime telephone and contact information of three (3) responsible people from the Applicant, any of which can be contacted at any time during the life of the application and permit in the event the need arises.			
	1.	2.	3.
Company Name			
Contact Person			
Address			
City, State, Zip			
Phone Number			
E-Mail Address			

Required Documents	
☐	Banner Standard Detail – G-01.3
☐	Signed and Notarized Indemnification and Hold Harmless Agreement – Form FE166

The City may require information and documentation at the applicant's expense in addition to those items listed above to perform a complete review of the application. If required, the applicant will be informed, and information is due as soon as possible so that City staff can continue to review your application.

Acceptance of this application by the City and payment of any fees by the applicant does not constitute approval or compliance with the rules, regulations or requirements of any other jurisdictions, which may relate to the above request.

Banners are due to the ROW Specialist a minimum of three business days prior to the Monday it is scheduled to be hung unless otherwise requested. Applicants will be notified when their banner is taken down and available for pick up. **Banners must be picked up upon notification as the City does not have room to store banners. Banners that are not picked up within 30 days of notification may be disposed of by the City.**

Banners shall conform to the City Standard Detail G-01.3 and shall be erected by the City on City-approved support standards at a City-designated location. **Banners that do not meet the City's standard detail will not be hung. If you or the company that is making your banner have questions about the Standard Detail or any aspect of the banner construction, please contact the ROW Specialist.**

The Banner Schedule for the following year opens on August 1st and applications and scheduling are accepted on first come, first-serve basis. In the event of competing interests, City events shall take priority followed by community events and then all other requests. Other than where the city itself places a banner across a right-of-way, only organizations co-sponsoring community events or special events with the city may be entitled to apply for a right-of-way use permit for a banner, provided that the co-sponsor shall meet all of the following criteria:

1. An Auburn-based organization.
2. Nonpolitical in nature.
3. A nonprofit organization (having obtained IRS certification as tax exempt under 26 U.S.C. 501(CC)(3)) or government entities.
4. An organization that does not discriminate in regard to race, ethnicity, religion, color, gender, sexual orientation, national origin, creed, age, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

Qualified applicants may display temporary banner signs. These signs shall not advertise or promote the sale of any product, commodity, or service for which a person pays a fee except a non-profit community event.

In the event there is a competing interest of qualified applicants for such a right-of-way use permit for a banner, the city shall give priority to community events. For organizations not advertising a community event, each qualified applicant may display banners for a maximum of two 7-day periods within any calendar year. In the event of a schedule conflict between a community event and another application, the community event shall take precedence.

City staff will be happy to meet with you in person, speak with you over the phone or communicate through e-mail if you have questions about the process, requirements, fees, review or status of your request at any stage of your application. Please contact the City's ROW Specialist at 253-804-3120 or rowusepermit@auburnwa.gov.

