

City of Cloverdale

Commemorative Flag Flying Application

A. **Commemorative Flags - Requirements for Requesting the City to Display a Commemorative Flag**

- i. For an Applicant to request the display of a Commemorative Flag at the Cloverdale City Hall, the attached application and signature form must be completed which shall require at a minimum the following:
 1. The full name, physical address, phone number, electronic mail address, and other such contact information for the applicant as may be requested by the City.
 2. The name and a full color image accurately depicting the Commemorative Flag.
 3. A statement of explanation or purpose of the Commemorative Flag, including what the flag stands for; any local, national, or international affiliation; brief history; website address; and any other relevant information to be considered by the City Council.
 4. The time period for which the Commemorative Flag is requested to be displayed, which shall not exceed one month.
 5. A minimum of 25 signatures from Cloverdale residents in support of the Commemorative flag. Signatures must be verified and attested by the requesting party that the signatures are from Cloverdale Residents.
 6. An application fee, if one is established by the City Council.
 7. If approved, the applicant must provide the flag to be flown. The flag must be provided to City staff for inspection of the actual flag to be displayed, which must conform with specifications as provided by the City for size, shape, and structure. The flag must be in acceptable condition for display, determined at the sole discretion of the City Manager.
 8. A separate application must be submitted for each Commemorative Flag requested to be flown.
- ii. The specific format of the application and submittal procedures shall be at the discretion of the City Manager or their designee, so long as the requirements for Applicants as outlined in this policy are contained on the application.

B. **Commemorative Flag Approval Process**

- i. Applications that are complete and compliant with this policy shall be presented to the City Council for consideration during a regular City Council meeting. Applicants shall submit complete applications at least thirty (30) days before the first date that the Commemorative Flag is requested to be flown.
- ii. The City Council, in its sole and absolute discretion, shall consider the application, and decide whether to approve the Commemorative Flag for display, and for what period of time.
- iii. The following requirements regarding approval of displaying Commemorative Flags

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shall be considered in determining which Commemorative Flags be approved for display:

1. Only one flag may be displayed at a time.
 2. Each flag shall be displayed only for the period of time approved by the City Council, which shall be no longer than one calendar month.
 3. Approval of new commemorative flags shall be valid for the period specified in the Council resolution providing the approval. The City Council may remove the approval for a commemorative flag at any time, in the City Council's sole discretion.
 4. Commemorative flags cannot contain messaging or content of the following nature: (a) promoting or opposing a political party, candidate, campaign, or political organization; (b): religious, commercial, racial or other discriminatory themes/speech, adult or sexually explicit, lewd, or obscene themes or materials; illegal activity; drug or alcohol themes or materials. Flag applications that contain these or reasonably related material shall not be considered.
- iv. Approval of commemorative flags shall be completed via a resolution. If the City Council denies approval of the Commemorative Flag for display, a new application to fly the same or a substantially similar flag will not be considered for twelve (12) months.

C. Commemorative Flag Events

- i. Should an Applicant wish to host a ceremonial or special event, the applicant must file an application requesting an encroachment permit, special event permit, and/or a facility rental to have the event. The specific permits needed will depend upon the nature of the event and shall be at the discretion of the City. The Applicant will be required to pay the full application and permit fees for each permit that is required. Approval of the request for a Commemorative Flag shall not constitute approval of any proposed ceremony or event.

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Full Name: _____

Physical Address: _____

Phone Number: () _____ E-mail Address: _____

Organization (if applicable): _____

Name of Flag Being Requested: _____

Day & Month the commemorative flag is requested to be flown: _____

Each applicant shall provide a statement of explanation or purpose of the proposed commemorative flag, including what the flag stands for; any local, national, or international affiliation; brief history; website address; and any other relevant information to be considered by the City Council. Please provide that description below.

The following supplemental pages or information are required to be included with the application at the time of application, and the applicant must check the appropriate boxes indicating if they are included.

Included Not Included

☐☐

Commemorative Flag Signature Form Sheets with a minimum of 25 signatures in support of the Commemorative flag. Signatures must be verified and attested by the requesting party that the signatures are from Cloverdale Residents.

☐☐

A document identifying the name and full color image accurately depicting the Commemorative Flag

☐☐

A document with a detailed description of the proposed flag raising ceremony or event (if application includes a ceremony or event)

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Applicant Certifications

I, the applicant, certify that I have read and understood the requirements listed above and each of the following conditions, as indicated by marked checkboxes next to each statement:

	Conditions
☐	If your Commemorative Flag is approved, you must provide the flag to be displayed substantially similar to the image submitted with this application, you must provide it to City staff for inspection at a minimum ten business days prior to its time to be flown, and it must meet the following specifications: • The flag shall be four feet tall by six feet wide • Reinforced grommets must be placed at top and bottom of flag side • 200 denier (or higher) rating nylon or polyester fabric
☐	If you decide to hold a ceremony or event, you may be required to obtain permits, including potentially a Special Event Permit and/or Encroachment Permit, and pay permit fees based on the nature of the event. These permit applications are separate from the Commemorative Flag Flying Application.
☐	Approval of the commemorative flag being flown by the City does not guarantee approval of a required permit for a proposed ceremony or event. Ceremonies or events are separately evaluated from the flag flying, based on the applicant's ceremony or event plan(s).
☐	If an event permit is deemed required and is not obtained, the ceremony or event cannot be held. In such cases, an approved Commemorative Flag will still be flown, but without a ceremony or event.
☐	If conditions of an issued, required permit are not met, the ceremony or event may be cancelled by the City at any time, without refund or financial liability to the event organizer(s). In such cases, an approved Commemorative Flag will still be flown, just without a ceremony or event.

I understand and agree that the information provided in this application and all supplemental information provided is true, accurate, and complete, to the best of my knowledge and belief.

Signature

Date

Printed Name

City of Cloverdale

Commemorative Flag Signature Form

We, the undersigned residents of the City of Cloverdale, CA, do hereby support the flying of the following Commemorative Flag:

Commemorative Flag Name: _____

To be flown for the day(s) _____ during the month of: _____, 202__.

1	Sign Name _____ Print Name _____	Residence Address _____
2	Sign Name _____ Print Name _____	Residence Address _____
3	Sign Name _____ Print Name _____	Residence Address _____
4	Sign Name _____ Print Name _____	Residence Address _____
5	Sign Name _____ Print Name _____	Residence Address _____
6	Sign Name _____ Print Name _____	Residence Address _____
7	Sign Name _____ Print Name _____	Residence Address _____
8	Sign Name _____ Print Name _____	Residence Address _____
9	Sign Name _____ Print Name _____	Residence Address _____
10	Sign Name _____ Print Name _____	Residence Address _____

DECLARATION OF CIRCULATOR (Must be in circulators handwriting)

I, _____ residing at _____, circulated the petition and witnessed the appended signatures from residents of Cloverdale being written. According to the best information and belief each signature is the genuine signature of the person whose name it purports to be.

I declare that I am 18 years of age or older.

The signatures were obtained between __, 20____, and __, 20____.

I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by me at _____, on __, 20____.

(Signature of Circulator)