



36725 Division Road · P.O. Box 457 · Richmond, Michigan 48062-0457
Office: (586) 727-7571 · Fax: (586) 727-2489
info@cityofrichmond.net

Over the Street Banner Application

Please print the following information:

Name of Organization: _____

Name of Event: _____

Date(s), Time(s) and Location of Event: _____

☐ Using Existing Banner (skip next section)

☐ New Banner (please complete section in gray)

FOR NEW BANNERS ONLY

Please provide text and mockup for New Banner: _____

Contact Person: _____

Daytime Phone #: _____ Email: _____

Rules for Across the Road Banners

1. All Banners must receive City Council approval. City Council meets the 1st and 3rd Monday of each month, this application must be submitted to the City Clerk the Monday prior to the Council meeting.
2. As Main Street (M-19) is a State Highway, all banners must comply with MDOT's rules for across the road banners (rules are attached).
3. Banners are typically allowed to be up the two weeks prior to the date of the event (City Council has the authority to adjust the dates).
4. The City of Richmond DPW will put up and take down all banners.
5. Banners Size should be 48" x 480", made of appropriate material with wind slits shown on the "mock-up". Please contact the City if using a sign company that has not worked with the City before.

****MDOT rules state that "A banner shall not have displayed there on any legend or symbol which may be construed to advertise, promote the sale of or publicize any merchandise or commodity, or be political in nature." Essentially no business names, logos or merchandise can be on the banner. Please contact the City of Richmond if you have questions on this rule.****

This form may be mailed to City of Richmond, PO BOX 457, Richmond, MI 48062; placed in the drop box at City Hall, 36725 Division Road, Richmond, MI 48062; emailed to info@cityofrichmond.net or faxed to (586) 727-2489.