



**CITY OF BUCHANAN
Banner Placement Form**

Contact Person: _____

Organization: _____ Daytime Phone _____

Address: _____

Dates Banner will be Placed: from _____ to _____

Indicate preferred location for Banner: _____ 404 E. Front St. or _____ 103 S. Redbud Tr.
(location not guaranteed)

Briefly describe the purpose of the banner:

What does/will the banner say?

Policy:

- The City’s consideration of banner placements is focused upon signs that uniquely promote the City as a quality place to live, which includes the following: recreation and leisure activities, tourism and community events, and general economic welfare.
- A banner may be no larger than 3’ x 20’ and no smaller than 2’ x 20’.
- There will be a maximum time period of two weeks for banner display.
- The banner form must be turned in no later than the 1st or 3rd Wednesday of the month to be guaranteed placement on the City Commission agenda.
- The banner form must be approved by the City Commission at their regular meeting or may be approved at the discretion of the city manager. The City Commission meets every 2nd and 4th Monday of the month at 7:00 p.m. at City Hall
- The Cemetery Department must be allowed at least one (1) week’s notice prior to the placement of the banner. Contact the Cemetery at 695-3971 for placement.
- The City of Buchanan reserves the right to remove or place banner for purposes that serve the public good.
- The placement of the banner will be at the City’s discretion allowing for compliance with MDOT regulations.

Please return form to City Clerk’s Office, City Hall, 302 N Redbud Trail, Buchanan, Michigan 49107

OFFICE USE ONLY

Date Received: _____ Employee: _____

Approved/Denied _____ Buchanan City Commission: Date _____