



## CHARTER TOWNSHIP OF WATERFORD CLERK'S OFFICE

5200 Civic Center Dr. • Waterford, MI 48329

Phone 248-674-6266 • Fax 248-674-5455

Web Page [www.waterfordmi.gov](http://www.waterfordmi.gov)

### BANNER APPLICATION

DATE RECEIVED: _____	FEE \$10.00 PER BANNER: _____	DATE OF TOWNSHIP BOARD MEETING: _____ DATE
SUBMITTED TO MDOT/OCRC: _____		PERMIT/APP NUMBER: _____ APPROVED _____
DATE OF INSTALLATION: _____		DATE OF REMOVAL: _____
<b><u>CLERK'S USE ONLY</u></b>		

### **BANNERS MAY HANG FOR A MAXIMUM OF 3 WEEKS**

#### **Applicant Information**

NAME	PHONE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			

Date of Installation: \_\_\_\_\_

Date of Removal: \_\_\_\_\_

#### **ATTACH A PHOTOGRAPH OR RENDERING OF THE PROPOSED BANNER**

#### **CHOOSE LOCATION(S) TO PLACE BANNER(S): **\$10.00 per banner / per side****

- Pontiac Lk. Rd. Overpass near Senior Center       M-59 Overpass near Lynn St.
- Walton Blvd. Overpass near Mason Middle School       Williams Lake Rd.

1. Banner must be a minimum of 18' above the roadway at its lowest point
2. Banner must be a minimum of 100' from a traffic signal
3. Banner content shall be related to an activity taking place within and shall be located within the jurisdictional boundaries of Waterford Township. Any deviation from this policy must be approved by the Township Board
4. No promotion of products or political messages are allowed
5. Lettering of a sponsor's name, if applicable, shall be a maximum of 3" lettering if on a single line, or 2" lettering if on more than one line
6. Once approved, the Clerk's Office will submit Form 2204 to the MDOT Region TCS Office at least 5 days before the installation of the banner

I, the undersigned applicant, hereby swear that all of the statements, answers and information I have provided in or as part of this application are true, accurate and complete to the best of my knowledge. And I understand and acknowledge that any falsehoods or misrepresentations contained in such statements, answers or information can, among other things, be the cause of a denial of the requested permit and cause for the revocation of any permit issued to the applicant.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



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**Kim Markee**  
Township Clerk  
[kmarkee@waterfordmi.gov](mailto:kmarkee@waterfordmi.gov)

**Kari Vlaeminck**  
Deputy Clerk  
[kvlaeminck@waterfordmi.gov](mailto:kvlaeminck@waterfordmi.gov)

## BANNER PERMIT REQUIREMENTS

Road Commission for Oakland County (RCOC) and the Michigan Department of Transportation (MDOT) require banner permits for their roads. The Local Clerk applies for them on behalf of the applicant. If you need a banner permit, complete an application and forward your request to the Waterford Township Clerk's Office as above.

- Banner may hang for three (3) weeks only
- Banner must be a minimum of 18 feet above the roadway surface at its lowest point
- Banner must be a minimum of 10 feet from a traffic signal
- No promotion of products or political messages are allowed
- The request must include the exact working of the banner, size, and description of material

After the Township Board approves the request, the appropriate application is prepared and applied for with MDOT and RCOC. It takes a few weeks to get back, so apply early. The Township Board meets every 2 weeks. Any questions, please call 248-674-6266.

Waterford Township only processes Banner Permits for Waterford Organizations.