

CITY OF BRADFORD  
DEPARTMENT OF PUBLIC WORKS

OVER-THE-STREET BANNERS  
POLICY and REQUIREMENTS

- Banners will be installed during the months of April through October.
- Banners must be received in the Public Works office a minimum of **one (1) week** prior to requested installation date.
- Banners shall be hung for a maximum two (2) week period.
- Choice of location will be on a “first come, first served” basis.
- Banners will be hung on requested dates, **WEATHER PERMITTING.**
- Banners shall meet the following minimum construction requirements:
  1. Maximum length shall not exceed 30 feet.
  2. Maximum height shall not exceed 3 feet.
  3. Banner material shall be a minimum thirteen-ounce (13oz.) vinyl weight material.
  4. All edges shall have a minimum one inch (1”) hem and nylon stitching with all corners reinforced.
  5. Banner shall have a minimum of ten (10) reinforced three-eighth inch (3/8”) diameter brass grommets: five (5) on top and five (5) on bottom. Grommets shall be placed in the center top and bottom and the remainder grommets shall be spaced equally apart.
  6. Wind slits are required in each banner, cut in semi-circles and at least six inches (6”) wide. There shall be two (2) wind slits for every two and one-half feet (2 ½’) of banner length.
- DPW reserves the right not to hang banner if above requirements are not met.

