



Community Events Signs Information

No.: INFO-39
Date: 2018-03-26

Purpose:

The purpose of this bulletin is to provide information on the process and requirements for putting up Community Special Events Signs in the City of Richmond.

Background:

Community special event sign: means a temporary sign erected or placed to give notice of or publicize a community, charitable, civic, patriotic, sport or religious event occurring in Richmond on a date or dates specified on the sign. This includes events such as registration for youth sports or other organizations.

Implementation:

In all cases, Community Special Event Signs cannot be placed without the permission of the property owner. Signs of this type cannot be displayed for more than 30 days preceding the event and 7 days following the event and cannot exceed one sign per lot frontage.

Every applicant for approval to post a community event sign on City property must provide a release and indemnity in favour of the City, in a form and on terms acceptable to the City's Risk Manager.

Posted signs must be:

- installed to be capable of withstanding wind and weather.
- posted and maintained by the applicant.
- supported only by posts and poles, unless secured to a building.

The Customer Service Department will process the Community Events Sign Application and ensure that the appropriate department provides approval, if necessary. For further information, please contact Customer Service at 604-276-4016 or signs@richmond.ca

See over →

Community Event Sign Requirements on City Property:

Height:

- It is preferred that the height of the sign not exceed 1.0 m high.

Sign Area/Size:

- It is preferred that the total sign area not exceed 1.2 m².

Allotted Display Time:

- Must not be displayed for more than 30 days preceding the event nor more than 7 days following the end of the event and, in no cases, longer than 30 days.

Number of Signs Permitted:

- Must not exceed one sign per lot frontage.

Type of Event:

- Must only be for an event held in Richmond.

Location:

- Must not be placed on City property without the written approval of the City and is limited to one (1) per intersection.

Language on Regulated Signs: Policy 9401

It is Council policy that:

1. Richmond is one of the most culturally diverse cities in Canada. Consequently, the City supports the intercultural vision “to be the most welcoming, inclusive and harmonious community” in the country.
2. The City will take a proactive educational approach to encourage the inclusion of wording that is at least 50% in the English language in all types of signage regulated by the City of Richmond.

*Approval for any sign on streets, in parks and all other City property is at the discretion of the City of Richmond.