



City of Stevenson

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2023 City Entrance Sign/Right of Way Use

At each entrance to the City of Stevenson, a designated location is provided in the right of way triangle for signage to promote community and public events. To reduce the potential for damaging city infrastructure in the right of way, and to allow for visibility at the intersections, signs are limited to only the existing infrastructure within the triangles.

To streamline the process, the Stevenson Downtown Association will coordinate the right of way use for event signage in these locations on the west and east end of downtown. This non-profit organization, which works to revitalize Downtown Stevenson, will manage the schedule and work with you to determine the size needed for your sign, and in some cases can help you design your signage. The production process and cost of the signage is the event organizer's responsibility. The downtown association will work with the city on the installation schedule.

The purpose of this process is to streamline the use of the sign infrastructure in the City's right of way at the east and west entrances to the City of Stevenson.

EVENT SIGNAGE GUIDELINES:

- Sign infrastructure is for public and community events only.
- No political events or messages.
- No obscenities will be allowed.
- Before ordering or designing signage, reach out to the Stevenson Downtown Association at director@stevensonmainstreet.org to reserve the space on the calendar.
- Work with the downtown association to determine the size needed. Depending on the time of year and duration of your event, you may need to provide up to 3 size versions of your signage.
 - To allow for maximum usage during times of high demand, each sign must measure 2' tall x 4' wide. If there are no other events utilizing the space, other sign sizes (up to a maximum 4' x 8') may be used.
 - The speed limit near the entrances is 25 MPH. A recommendation is to use contrasting colors and for the minimum letter size be roughly between 5"-10" for readability for 3.5 seconds of visibility. The font size below is an approximate scale of 5" lettering on a 2' x 4' sign.

- Reserving signage space, coordinating the size/design and printing signage requires advanced planning. Contact the downtown association as soon as possible and no later than two weeks prior to your event.
- All signs must be coordinated through the Stevenson Downtown Association and installed by the city.

Event #1

Event #2

Event #3

Event #4