



REQUEST TO PLACE SIGNS ON TOWN PROPERTY

(Signage on Town Property Policy is attached, please read before applying)

DATE RECEIVED: _____

ORGANIZATION NAME _____

(Only Non-profit & Civic Organizations can advertise)

CONTACT PERSON _____

PHONE NUMBER _____

EMAIL ADDRESS: _____

DATES REQUESTED _____

(Signs may be placed up to 2 weeks in advance of event)

(Signs must be removed 24 hours after event)

LOCATIONS REQUESTED: (Up to 3 Locations per organization /1 event at a time)

_____ UPPER COMMON

_____ SENIOR CENTER

_____ LOWER COMMON

_____ PUBLIC SAFETY BLDG

_____ TOWN HALL

_____ RITTER BLDG

_____ TEEN CENTER

_____ DPW (520 CHASE ROAD)

DESCRIPTION OF SIGN (Size & Message Details)

(CANNOT EXCEED 2X3 FEET PER ARTICLE VI, § 250-6.5, B, (3b.)

TOWN MANAGER/DESIGNEE APPROVAL

DATE _____

TOWN OF LUNENBURG

SIGNAGE ON TOWN PROPERTY POLICY

The purpose of this policy is to designate the authorized location, size, and organizations that can request temporary placement of signs on town property.

1. Only non-profit and civic organizations can advertise their events on town property. Municipal and School events are exempt from this policy but must adhere to the town's sign bylaw.
2. There are certain town owned designated sites that temporary signs can be placed according to the town's sign bylaw (§250-6.5 (B)). These locations include the Upper Common, the Lower Common, Town Hall, Teen Center, Senior Center, Public Safety building, Ritter Building, the DPW building and park properties. An organization can request up to three of those locations at the same time to allow other organizations the opportunity to advertise their events. Organizations can only advertise one event at a time. Requests will be made on a first come, first serve basis and if all designated sites are being used, the request will not be granted until there is available space.
3. Signs may be placed up to two weeks prior to an event and must be removed 24 hours after the event.
4. Requests for placement of a temporary sign advertising an event must be for events that are located in the Town of Lunenburg or for a Lunenburg non-profit or civic organization holding an event outside of Lunenburg
5. Signage must meet all the requirements under the town's sign bylaw.
6. Any display of signage not following this policy or not approved by the Town Manager or his/her designee, the violator will be immediately be notified that the town will remove the sign.
7. Requests to place a temporary sign on the designated sites on town property may be denied if the applicant/organization has previously violated this policy.
8. Sign requests will be approved by the Town Manager or his/her designee according to the guidelines of this policy.

This policy was adopted by a vote of the Select Board on October 20, 2021.
