

## Selectmen Policies/General Guidelines to follow when making application before the Board and installing signs:

1. Size of freestanding temporary signs, including real estate signs and not-for-profit organizations, shall not exceed a maximum area of 6 square feet.
2. Banners must not exceed two (2) feet in width and twenty-four (24) feet in length. It is the Selectmen's policy to not grant requests for street banners attached to utility poles with the exception of Town government special events.
3. Signs shall be set back a minimum of 5 feet from the edge of any paved road, street, or sidewalk surface.
4. No trailer signs are allowed.
5. Signs shall not be attached to any utility poles or trees along the roadway.
6. Signs shall be placed no more than 7 days before an event and removed within 24 hours after the event is over, unless granted an extension by the Selectmen.
7. The Selectmen **will not grant** permits for temporary signs at the following locations:
  - a. Wilson Park (intersection of Great Road/Concord Road and North Road)
  - b. On Town Common
  - c. Or at Veterans Memorial Park on The Great Road

Suggested locations on Town property that Selectmen are willing to approve:

- a. Southeast corner of Mudge Way and The Great Road (near Police Station)
  - b. In front of the Public Works Building @ 314 The Great Road
  - c. Northeast corner of The Great Road and Hillside Ave. (near bike path)
8. For locations on a public right-of-way adjacent to private property, the applicant must submit a letter from the private property owner indicating that the applicant has the owner's permission to place a temporary sign in front of the owner's property.
  9. Temporary signs proposed to be located on private property must also obtain a permit from the Selectmen.
  10. No more than two (2) temporary signs will be permitted offsite from the location where the event is to be held. In addition one (1) temporary sign will be permitted on the site where the event is to be held.
  11. Religious services are not considered special events; thus, temporary sign permits will not be granted for providing notice of religious services.



# Application for Special Event Temporary Sign(s) Under Bedford General Bylaws Article 40.6.H Special Considerations

Date: \_\_\_\_\_

Organization's Name and Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Telephone Number of Contact: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Requested Sign Display Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Location of Event: \_\_\_\_\_

### Offsite Signs

Number of Signs being applied for:  One  Two Size: \_\_\_\_\_

Location of each **Offsite** Sign: 1. \_\_\_\_\_

2. \_\_\_\_\_

### Onsite Sign (if any)

Location: \_\_\_\_\_ Size: \_\_\_\_\_

### Banner

Size of Sign or Banner: \_\_\_\_\_

Type of Sign Materials: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Selectmen Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternate:

Town Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_