

## 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.