

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

DISPLAY OF NOTICES POLICY

APPROVED: _____

By Town Meeting vote of May 4, 2015, the Town of Arlington confirmed its commitment to regulations for the display of notices as a public amenity that enhances the character of the Town as well as its commitment to regulations so as not to allow such temporary signage to be within the reasonable expectations of Town residents and business owners. As such, consistent with Town of Arlington Bylaws Title V (Regulations Upon The Use of Private Property), Article 1 (Billboard and Signs), Section 1 (Restrictions on Use), the Board of Selectmen hereby adopts the following regulations and processes for regulating and permitting signs and notices in Arlington:

Pursuant to its duties under Title V, Article 1, Section 1(J) and in exercising its jurisdiction over public and private ways, as well as a Town licensing and permitting authority, the Board of Selectmen shall permit, through the Board Administrator, temporary signage on public and private ways defined as "notices" in Title V, Article 1, Section 1 (J) of the Town Bylaws pursuant to the following conditions:

1. Notices must be constructed of resilient materials (laminated paper, card stock, poster board, corrugated plastic, etc.) and must be erected in a way that is removable and not dangerous to the general public. Notices that are loose or damaged must be removed or replaced by the sponsoring person or organization.
2. Notices may not be erected earlier nor removed later than allowed by Table 1.
3. Notices cannot exceed the areas allowed by Table 1. Maximum area of all signs promoting an event may not exceed the area allowed by Table 1.
4. Notices must include the name of the sponsoring person or organization, the date of the yard sale or event, and a contact phone number or email address.
5. Registered trademarks may not occupy more than ten percent (10%) of the notice area.
6. Notices may not be placed on trees.
7. Notices cannot be placed on private property without the consent of the property owner.

8. Notices cannot be placed on public property without approval from the Board of Selectman's Office.
9. Town Departments may establish policies for the display of notices on public property under their jurisdiction. Notices erected under such policies do not require separate approval from the Board of Selectmen.
10. Notices cannot be erected in a way that limits visibility at corners along public and private ways.

Table 1: Notice Display Parameters

Notice Type	Time Before Event	Time After Event	Maximum Notice Size	Total Maximum Notice Area
Public Event	14 Days	2 Days	10 sq. ft.	120 sq. ft.
Individual Yard Sale	7 Days	2 Days	4.5 sq. ft.	25 sq. ft.
Lost Pet	N/A	2 Days	4.5 sq. ft.	25 sq. ft.

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DISPLAY OF NOTICES PERMIT APPLICATION

Name of Applicant(s): _____

Sponsoring person or organization: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Please identify the street name(s) and type(s) of street you are requesting to display on:

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Street Name _____ **Public Way(s)** _____ **Private Way(s)** _____

Please provide a brief narrative description of your intended notice(s) :

Have you previously posted temporary signage on any public or private ways in the Town?

☐ Yes ☐ No

If yes, please list the previously held permits:

I hereby certify that I have read, and understand all rules and regulations regarding Display of Notices Policy in the Town of Arlington and will personally comply with such rules and regulations as well as ensure compliance by any organization and committee of which I am member.

Signature: _____

Printed name: _____

FOR OFFICE USE ONLY

Approved By: _____ Fee Paid: _____

Comments: _____
