

CITY OF MONTAGUE

GUIDELINES AND APPLICATION FOR CITY SIGN (DOWLING STREET)

Purpose: To regulate the display of community information subject to the terms, manner, time periods and such conditions and qualifications as determined by the City and set forth in this policy.

1. City sign request must be from a local civic organization, school, church, or non-profit organization and must be made at least 7 days before requested installation. A reservation requires pre-payment of a **\$10 non-refundable fee for each sign request**.
2. The City shall designate, schedule, and install sign lettering at its own discretion and as time allows.
3. Sign cannot be scheduled for a total of more than 7 consecutive days.
4. Signs publicizing City information and events shall have priority over all other sign usage, and depending on necessity may bypass and replace any existing content or scheduled sign use. Information for City affiliated events such as Cruz'in or Pumpkinfest, shall have secondary precedence over other requests.
5. The City Zoning Administrator or City Manager may approve sign requests provided the applicant complies with this policy.
6. The City reserves the right to deny a sign request, or modify the lettering and content, for any reason.
7. The sign content shall fit within the available area - 16 spaces per line and 3 lines (*blank spaces between words count toward the total number of spaces used*). See table below to appropriately determine letter spacing.

8. City may modify this policy at any time.

Organization Name: _____ Requested Dates: _____

Type (Name) of Event: _____

Contact Person's Name & Address: _____

Phone Number and E-mail of Contact Person: _____

Organizational Authorization: _____

Name

Title

Date

Authorized Signature of Organization's Representative: _____ Date: _____

THIS SECTION FOR USE BY CITY STAFF ONLY

Application Approved By: _____ Date: _____

Reservation Indicated on Hard Calendar By: _____

Nonrefundable \$10 Reservation Fee Received by: _____ Check # _____ Name on check: _____