



# ***TOWN OF LUDLOW***

## BOARD OF SELECTMEN SIGN POLICY TOWN OWNED PROPERTY

In an effort to provide continuity relative to the placement of signs and banners on town owned property, the Board of Selectmen adopts the following sign policy.

Signs and Banners that are for a “community involved” event and not-for-profit organization will be allowed to be placed on Town Property with the sole permission of the Board of Selectmen. In addition, all banners must be permitted by the Building Commissioner.

Fees for banners and signs will be waived by the Board of Selectmen.

Signs may be placed at the approved intersection no sooner than two (2) weeks prior to the event and must be removed no later than 72 hours after the event. No more than two (2) sites may be utilized for any given event. It is the responsibility of the event to erect and dismantle the signs/banners. (The DPW may assist in the placement of banners but only when requested by the event and at the discretion of the DPW.) (DPW reserves the right to charge a nominal fee)

Exceptions are town sponsored events; ex. Celebrate Ludlow/Ludlow Cares Coalition

### Approved sign/banner sizes

- Banners- no larger than 3' x 12' - \$1.00per day(permit and permission required)
- Signs – 22” x 24” – no fee (no permit required)(permission required)

The following intersections have been designated as areas where signs/banners may be placed.

### Banner/Signs

- Turnpike Entrance
- Puts Bridge (in front of Library)
- Chapin/Center Streets

### Signs Only

- Chapin/East Streets
- West/Holyoke Streets
- East/Miller Streets
- West/Russell Streets
- West Ave/Center Street