



OFFICE OF THE SELECT BOARD  
**TOWN OF EAST BRIDGEWATER**

*www.eastbridgewaterma.gov*  
175 CENTRAL STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333-1912  
Email: [rjohnson@eastbridgewaterma.gov](mailto:rjohnson@eastbridgewaterma.gov)

Telephone: 508-378-1601  
Facsimile: 508-378-1636

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## **SIGNAGE REQUEST FORM & POLICY**

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The Office of the Select Board is responsible for the issuing of permits for the placement of signs on municipal property. Please fill out the form below and Mail, Fax 508-378-1636, or drop off to Select Board's Office, Town Hall, 1st Floor, 175 Central Street East Bridgewater, MA 02333. For the fastest service, please save the request form on your computer and return by email as an attachment to ([rjohnson@eastbridgewaterma.gov](mailto:rjohnson@eastbridgewaterma.gov)). The Select Board will review/approve sign requests within **fifteen (15) business days of receipt of such request(s)** so please plan accordingly. Once reviewed/approved by the Select Board, you will be notified. For any questions regarding the signage process, please contact the Town Administrator's Office at (508) 378-1601.

### EVENT INFORMATION

DATE OF REQUEST: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

SIZE OF BANNER: \_\_\_\_\_ SIZE OF SIGN(S): \_\_\_\_\_

DATES FOR SIGNAGE DISPLAY (up to 30 calendar days maximum): \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

PROPOSED WORDING ON BANNER (Must contain the name of the sponsoring organization & date of the event. Include a description of any graphics, logos or designs, if any, that will be on the banner. Pictures of these designs may be required unless the designs are universally recognized):

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### CONTACT INFORMATION

FIRST AND LAST NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Approved: Yes / No

Date of Select Board Decision: \_\_\_\_\_

**The Town of East Bridgewater has instituted a policy and a tracking system for signs on municipal property.**

1. The purpose of this policy is to promote and preserve the aesthetic nature of the Town, as well as to promote economic health of the Town and its businesses, organizations and institutions so they can successfully identify themselves, and to enhance the safety of all traffic participants by preventing sign overload and clutter.
2. No sign, poster, billboard, and/or banner may be posted or placed on municipal property including but not limited to the Town Common, Central Street, and/or along Plymouth Street without first receiving approval from the Board of Selectman's Office.
3. Once approved by the Select Board, you will be notified. For any questions regarding the signage process, please contact the Town Administrator's Office at (508) 378-1601.
4. No approved sign, poster, billboard, and/or banner may be posted on municipal property for more than thirty (30) days.
5. No sign, poster, billboard, and/or banner on municipal property may be greater than two (2) feet by three (3) feet in dimensions unless specifically authorized by the Select Board's Office.
6. The Town may deny any application without cause and may factor in the current number of postings/signs already in place at a particular municipal property location, public safety and the aesthetic nature of the Town during the approval process.
7. The Owner of any display/posting of a sign, poster, billboard, and/or banner on municipal property that does not conform to these policies and/or did not receive approval from the Select Board will be notified to remove the sign, poster, billboard, or banner.
8. Any person that fails to conform to these policies may be denied future applications to display/post any sign, poster, billboard, and/or banner on municipal property.
9. Any Owner that fails to remove a sign, poster, billboard, and/or banner from municipal property within three (3) days of a request from the Town to do so, will have their sign removed from municipal property and charged a twenty-five dollar (\$25) Removal Fee and will be ineligible for future applications until such fee(s) are paid.