



TEMPORARY SIGN PERMIT

TOWN OF MASHPEE

PROCEDURES

1. An application must be filed with the Building Department, at least **ONE MONTH** in advance of the event and shall include the following:
 - Date of application
 - Date(s) requested for such temporary signs to be erected
 - Proposed location of the signs
 - Total number signs to be placed
 - A photo, sketch, or description of the sign(s), including colors, lettering and size
2. The application shall specifically include the date that the sign(s) will be removed and an acknowledgement by the applicant of their responsibility to remove said sign(s). **Temporary sign(s) shall be in place for no more than five (5) days and shall be removed within twenty-four (hours) of completion of the event.**
3. Upon determination that the application is complete and the proposed signs comply with the Town's policy, the Building Department shall forward the application to the Town Manager for approval.
4. The Town Manager or designee shall forward the application to the Chairman of the Board of Selectmen for review, consideration and approval/denial at a regular scheduled Selectmen's meeting. The applicant will be notified of the date/time of the meeting, and may be required to attend for the purpose of addressing any questions/concerns the Board may have.
5. The applicant will be notified in writing of the decision of the Board.



TEMPORARY SIGN PERMIT TOWN OF MASHPEE APPLICATION

Date _____

Permit No. _____

PLEASE PRINT LEGIBLY

Name of Applicant: _____ Telephone: _____

Name of Event: _____

Date(s) of the Event: _____ Date to be Removed: _____

Dimensions of Sign(s): Length _____ Width _____ Height _____ Area _____

Number and Location(s) of Sign(s):

I declare under the penalties of perjury that the statements herein contained are true and correct to the best of my knowledge and belief. I hereby declare that I have read the requirements for the installation of a Temporary Sign and will abide by said regulations and will remove said sign(s) by the time frame approved, and thus hereby signed under the pains and penalties of perjury.

Applicant's Signature _____ Date _____

Town Manager Approval _____ Date _____

Board of Selectmen Review

Date of Meeting: _____

CIRCLE ONE

APPROVED

DISAPPROVED
