

**Town of Mashpee Board of Selectmen
Policy 037**

Temporary Sign Placement

I. PURPOSE AND INTENT

The purpose of this policy shall be to revise the policy adopted by the Board of Selectmen on June 29, 2000 and amended on August 18, 2003. The intent of these revisions and provisions shall be to regulate, restrict and place such limitations on the erection, placement, location and number of temporary signs on public property, specifically including public ways, and public right of ways, within the Town of Mashpee, in order to prevent unnecessary clutter and/or litter, and to preserve the qualities and characteristics of the Town of Mashpee. These regulations, restrictions, and limitations shall not be construed to apply to any signs on private property or permanent signs governed pursuant to Massachusetts General Law Chapter 93, Section 29, or temporary political signs as defined within this policy, except that temporary political signs are restricted in duration.

II. AUTHORITY AND DEFINITIONS

A. AUTHORITY:

No sign shall be erected, placed or located on any public property, public way or public right of way, without approval by the Board of Selectmen. The Town Manager or his designee shall reserve the authority to approve such placement of a temporary sign for Town operations or activities when, due to extenuating circumstances or scheduled regular Board of Selectmen meetings, approval by the Board is impractical.

B. DEFINITIONS:

1. *Temporary Sign:* A "temporary sign" as used within this policy shall mean any object, device, display, structure or any part thereof, which is placed outdoors on any public property, public way or public right of way to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors or images. A "temporary sign" shall further mean any base, including a post, wire, or similar framework utilized to brace or support the content within it.
2. *Permanent Sign:* A "permanent sign" shall not be governed by this policy, and shall be reviewed and considered under applicable laws of the Commonwealth of Massachusetts and by-laws of the Town of Mashpee.
3. *Temporary Political Sign:* A "temporary political sign" shall not be governed by this policy, provided that no such "temporary political sign" shall be erected and remain in place for longer than sixty (60) days.

III. RESTRICTIONS

1. Size: Temporary signs located shall not be larger than nine (9) square feet. Temporary signs shall be no higher than four (4) feet.
2. Limitations: Temporary signs for events outside of Mashpee will not be permitted. Temporary signs will be permitted for non-profit organizations only, or similar charitable or community causes. Requests for multiple signs may be limited to one on each major roadway. Specifically, the applicant can be limited to one on each of the following roadways: Route 130, Route 151, Route 28 (Barnstable side), Route 28 (Falmouth side), Great Neck Road North and Great Neck Road South.
3. Duration: Temporary signs shall not be erected and placed on any public property, public way, or public right of way for longer than a five (5) day period. Temporary signs describing a scheduled event shall be removed within twenty-four (24) hours after the event.

IV. PROCEDURES

1. Any person, institution, organization, business, agency or other entity shall complete an application form at the Building Department for the erection, placement, location and number of any temporary signs on any public property, public way or public right of way. All applications should be submitted at least one (1) month in advance of the date requested for the erecting and placement of such sign(s). Failure to provide such notice may result in the denial of such application. Temporary political signs shall not be governed by this policy except in duration.
2. The application form shall include the date of application, the date(s) requested for such temporary signs to be erected, proposed location of the signs, and the total number signs to be placed. This shall specifically include the date that the said sign(s) shall be removed and an acknowledgement by the applicant of their responsibility to remove said sign(s).
3. The application form shall also include a photo, sketch or description of the sign(s), including colors, lettering and size.
4. Any required information on the application that is incomplete or missing shall result in the Building Department returning the form to the applicant for appropriate details prior to review and consideration.
5. All temporary signs shall comply with the provisions established within this policy.
6. All temporary signs shall comply with Article X of the Zoning Bylaws of the Town of Mashpee.
7. All permits issued pursuant to this policy shall be subject to the provisions of Section 174-56 of the Code of Mashpee or the Board of Selectmen's right of waiver.

8. Upon the Building Department determining that the applicant has satisfied all of the criteria established by this policy, it shall forward the application to the Town Manager for approval.
9. The Town Manager or designee shall forward the application to the Chairman of the Board of Selectmen as an agenda item at the next regular Selectmen's meeting for review, consideration and approval/denial. In extenuating circumstances, an exception may be granted under Article II, Part A of this policy. The Board of Selectmen reserve the right to modify conditions during the review and approval process.

V. IMPROPERLY ERECTED OR PLACED SIGNS AND ENFORCEMENT

If any person, organization, agency or other entity that has erected or caused to be erected any temporary sign or a number of temporary signs on public property, public ways, and public right of ways, within the Town of Mashpee, without authority under this policy, the temporary signs are subject to being immediately removed and disposed of by a Building official or any Town employee so designated by the Town Manager. Additionally, if any temporary sign has been erected with authority under this policy but beyond the duration of said authority, the temporary signs are subject to being immediately removed and disposed of by a Building official or any Town employee so designated by the Town Manager.

Adopted: June 29, 2000

Amended: August 18, 2003

Revised: August 8, 2016

Pages: Three (3)