

PLACEMENT OF SIGNS ON TOWN PROPERTY

PURPOSE

The purpose of this policy is to address the placement of signs on Town owned property. This policy applies to any citizen wishing to place a sign on Town owned property.

ADMINISTRATION

Only Town event and non-commercial event signage may be placed on Town property and only upon approval of the Board of Selectmen or its designee. All requests for such signage approval require the submission of a "TOWN OF PELHAM SIGN REQUEST APPLICATION FORM" that is available at the Selectmen's office and on the Town website.

SIGN REQUIREMENTS

The Town's requirements for signs are as follows:

- Sign size can be no more than sixteen square feet;
- Sign must be securely mounted (wire stands, sandwich-board, wooden stakes or blocks);
- Signs shall not be placed in a manner which interferes with vehicular or pedestrian traffic;
- No more than three (3) signs per parcel;
- A copy of a drawing or graphic representation of the actual sign must be submitted;
- Date of event (if applicable);
- Date sign is to be displayed;
- Date sign is to be removed;
- Contact information for the applicant.

APPROVAL PROCESS

1. Once approved by the Board of Selectmen or its designee, a copy of the approved sign placement application will be filed at the Selectmen's office and a copy will be sent to the Planning Department. No separate permit will be required from the Planning Department, but a copy of the approved application will be on file to advise the Code Compliance Official that the sign located on Town property is sanctioned.
2. No approved sign may be displayed earlier than thirty (30) days prior to an event and all signs must be removed within twenty-four (24) hours of the event's conclusion. Any signs remaining beyond 24 hours will be removed and held by Town personnel for a period of ten (10) days. After ten (10) days, the signs will be discarded.
3. This policy does not include placement of signage along Town or State roads which have separate restrictions. For signs within road rights-of-way please contact the Pelham Zoning Administrator.
4. The Board of Selectmen or its designee reserves the right to seek the opinion of Police personnel, Road Agent or the Planning Department when potential impacts to sight distance are possible. The application may be denied if there are negative impacts to sight distance.

DENIAL PROCESS

The Board of Selectmen or its designee reserves the right to deny a sign application that does not meet the above sign requirements, when there are impacts to sight distance, or when otherwise unlawful.



TOWN OF PELHAM SIGN REQUEST APPLICATION FORM

1. Contact information for the applicant (Please Print);

Name: _____

Address: _____

Telephone Number: _____

2. Sign size (Can be no more than sixteen square feet); _____
3. Sign must be securely mounted (wire stands, sandwich-board, wooden stakes or blocks);
4. Signs shall not be placed in a manner which interferes with vehicular or pedestrian traffic;
5. No more than three (3) signs per parcel;
6. A copy of a drawing or graphic representation of the actual sign must be attached to this application;
7. Date of event (if applicable); _____
8. Date sign is to be displayed; _____
9. Date sign is to be removed; _____

Applicant Signature: _____

Name of Town Employee issuing application: _____

Approved by: _____

TOWN PROPERTY LOCATIONS WHERE SIGNS MAY BE PLACED

(Check a box on where your sign(s) will be located)

- Town Offices Village Green; (the grass area along Marsh Road).
- Meetinghouse Park; (the grass area in front of the parking spaces).
- Transfer Station/Newcomb Park Newcomb Field Park Way; (along the roadway leading up to the transfer station).
- Muldoon Park 27 Muldoon Parkway (off of Mammoth Road); (entrance/exit areas/Mammoth Road).
- Veterans Memorial Park 109 Veterans Memorial Pkwy (off of Mammoth Road) (entrance/exit areas/Marsh Road).
- Raymond Park 35 Keyes Hill Road/1021 Mammoth Road (entrance/exit areas/Mammoth Road).
- The corner of Plower Road and Bridge Street (Across from Youngs Crossing)

****TO PLACE SIGNS ON SCHOOL PROPERTY, APPLICANTS MUST CONTACT THE PELHAM SCHOOL BOARD FOR PERMISSION****

****NO SIGNS SHALL BE PLACED IN THE ROUNDABOUTS OR ON CONSERVATION PROPERTY****