TOWN OF BOXBOROUGH
BUILDING DEPARTMENT
29 Middle Road,
Boxborough, Massachusetts 01719
Phone: (978) 264-1726

Policy on Banners

Purpose
The purpose of the Policy is to ensure that, where permitted by the Town, banners placed on or over public ways and public property comply with reasonable regulations governing public safety. Accordingly, the Board of Selectmen has adopted the following Policy, which shall apply to all banners permitted herein.

This Policy covers banners that are placed over public ways in the Town of Boxborough. It provides the rules that all banner sponsors must follow as well as the permitting process. Banner placement shall be limited to the following location:

- Massachusetts Avenue in the vicinity of Pole #55 (near DPW)

Allowable Sponsors
Only non-profit, charitable or municipal sponsors of Boxborough community, A-B School District activities or regional/ collaborative organizations of which Boxborough is a member may request permits for banners. Examples of community activities include: Fifer's Day, Library Foundation Fund Drive, School functions, Garden Club, Town Meeting and election announcements, etc. Examples of banners that are not allowed are those promoting candidates for office, political positions, ballot questions, or those advertising products or services.

Permitting Authority and Process
The Selectmen have delegated permitting authority to the Inspector of Buildings ("Inspector"). Before completing an application sponsors must read the Policy of Banners on the Town website www.boxborough-ma.gov as posted on the Building Department webpage or request a copy from the Inspector.

Sponsors may apply up to six (6) months in advance of the requested installation date. Applications filed less than thirty (30) days prior to the requested installation date will not be accepted.

Sponsors must complete an "Application for Banner Permit" form and submit it via hard copy to the Inspector. (This form is attached to this document. It can also be obtained from the Building Department.)

The Inspector will issue permits within two (2) weeks of receipt of the application. If there is a problem with the application, the Inspector will contact the sponsor promptly. Space for banners is limited, and applications will be reviewed and approved on a first-come-first-served basis.

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However, banners related to municipal activities will have priority, e.g., Town Meeting. At the time the Inspector issues the permit, he or she will notify the Dept. of Public Works ("DPW").

Cost

The permit fee will be waived for town or town-related events. All other permissible entities shall pay a fee of One Hundred ($100.00) Dollars, payable when the banner is dropped off at the Building Department prior to installation.

Liability

The Town assumes no liability in the installation, removal or storage of banners. The Town shall not provide any services pursuant to this Policy without having first received a completed indemnity agreement and the required permit fee (if any).

Installation and Removal

The DPW is responsible for hanging banners and removing them.

The sponsor must deliver the banner to the Building Department at least one (1) week prior to the installation date. Banners will be installed for a period not to exceed fourteen (14) days. The DPW will remove the banner and return it to the Building Dept.

The sponsor may choose to either:

1. Retrieve the banner from the Building Dept. within one (1) week of the removal. After one (1) week, the banner will be discarded.

OR

2. Authorize the Town to dispose of banner

Size and Technical Specifications

- Height: 40 to 45 inches
- Length: 12 to 25 feet
- Durable material with wind slits
- Grommets along the top and bottom spaced about two (2) feet apart.

The design (photo or mockup) must be provided with the application and is subject to review and approval by the Inspector of Buildings.

Availability and Installation

The DPW does not guarantee installation and removal of banners at specified times. Emergencies and inclement weather may force a change in schedule. The DPW will make reasonable efforts to meet the requested schedule.

TOWN OF BOXBOROUGH
BUILDING DEPARTMENT
APPLICATION for a BANNER PERMIT
Pursuant to Policy on Banners

NAME: _____ _____

ORGANIZATION: _____ _____

PHONE: _____

E-MAIL: _____

INSTALLATION DATE: _____

ACTIVITY DATE: _____

Size and Technical Specifications:

- Height: 40 to 45 inches
- Length: 12 to 25 feet
- Durable materials with wind slits
- Grommets along the top & bottom spaced about two (2) feet apart

☐ Sponsor will retrieve banner after event

☐ Sponsor authorizes the Town to dispose of banner after event.

PLEASE ATTACH:

- BANNER FEE PAYMENT - $100.00*
- A DRAWING or PHOTO of PROPOSED BANNER, indicating the following:
  1. Size and specifications
  2. Text and color
  3. Indemnity Agreement

OFFICE USE ONLY

☐ **PERMIT APPROVED** – The proposed banner appears to be in accordance with the Policy on Banners of the Town of Boxborough

☐ **PERMIT DENIED** – The proposed banner appears NOT be permitted under the Policy on Banners of the Town of Boxborough

ISSUED BY:_____ DATE:_____

COMMENTS:_____

PERMIT NUMBER: _____

*BANNER FEE: $100.00 PAYABLE BY ALL SPONSORS, EXCLUDING TOWN OR TOWN-RELATED EVENTS.

NOTE: BANNER SHALL BE DELIVERED TO THE BUILDING DEPT. THE DPW WILL INSTALL AND REMOVE THE BANNER.

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