



## TOWN OF BELMONT SIGNAGE REQUEST FORM

Please fill out the form below Mail, Fax 617-993-2611, or drop off: Board of Selectmen's Office, Town Hall, 2<sup>nd</sup> Floor, 455 Concord Avenue, Belmont, MA 02478. For fastest service, save the request form on your computer and return by email as an attachment to (selectmen@belmont-ma.gov) **15 business days prior to requested event** for approval of signage. For any questions, please contact the Town Administrator's Office at (617)-993-2610.

### EVENT INFORMATION

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

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

DATES FOR SIGNAGE DISPLAY (up to 7 days maximum): \_\_\_\_\_

NON-PROFIT ORGANIZATION: \_\_\_\_\_

### CONTACT INFORMATION

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

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

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

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

**A permission letter with a designated signage location will be emailed to you  
within 10 days of receipt of the request form.**

Please check if Town-owned Sandwich Board is needed:

(1 board) \_\_\_\_\_ (2 boards) \_\_\_\_\_

*Please note there will be a \$10 fee for the use of each Town-owned Sandwich Board  
Please send check payable to the Town of Belmont along with application.*

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

1. Only (1) sign on each of the two designated sites within the Town of Belmont.  
A designated area along Concord Avenue (maximum of 7 signs at one time) and/or an island in Cushing Square (maximum of 2 signs at one time) will be assigned to your request. If the designated areas have reached the maximum capacity, (1) sign or no signage may be granted.
2. Signs may be placed one week prior to an event and must be removed the day after the event.
3. Only non-profit and municipal/school events can be advertised. These events can only be located in the Town of Belmont with the exception of the Watertown/Belmont Chamber of Commerce.
4. Advertising must be on a professional designed 2' x 3' weatherproof poster placed on sandwich boards no larger than 2 feet x 3 feet in dimension. Banners are not allowed to be hung on municipal property.
5. Any display of signage not following policy or not approved by this office, the violator will be immediately notified to remove the sign and possibly lose privilege for future signage permission.  
**1<sup>st</sup> time – warning, 2<sup>nd</sup> time – fine, 3<sup>rd</sup> time – lose privilege**