



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## PROCEDURE FOR SUBMITTING APPLICATION FOR TEMPORARY SIGN PERMIT

### Truro Zoning Bylaw Sign Code Section 11: Temporary Signs, etc.

The Planning Board may issue permits for temporary signs. Any such permit shall be limited to holiday or special events and shall be limited to a period of fifteen (15) days, for events lasting one day or two days. For said events having multiple dates, such permits shall be limited to a period of thirty (30) days. Not more than four (4) signs shall be erected with respect to any such event. Any such sign shall be firmly attached to a supporting device and shall not present a hazard to the public. Posters intended for window display are exempt from this provision. (4/14)

For multiple 1-2 day events located at the same venue or organization during three consecutive months, the Planning Board will accept a bundled application that includes multiple temporary sign permit applications. (4/18)

### To obtain approval of a Temporary Sign Permit you must submit the following:

All material for a meeting shall be received no later than **Tuesday 4:00 pm** of the week prior to the Planning Board meeting.

#### ☐ 1 – Official Application Form

Every Application for action by the Board shall be completed on an official Application form. Additional Applications will be needed for each 30-day period.

#### ☐ 2 – Filing Fee

All Applications shall be filed with the Town Clerk and shall be accompanied by payment to the Town of Truro in the amount of **\$25.00** for each Temporary Sign Permit Application. The filing fee is non-refundable.

### ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Upon determination an Application is complete by the Town Planner, Applicant will be notified of the upcoming Planning Board meeting.
- Either you or your agent/representative shall appear before the Board at the scheduled meeting.

Please do not include a copy of these instructions with the Application

# TOWN OF TRURO



# PLANNING BOARD

## Application for Temporary Sign Permit

Pursuant to Section 11 of the Truro Sign Code

**Fee: \$25.00** (for each 30-day period)

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Contact Information:** \_\_\_\_\_

Mailing Address

Phone

Email

**Number of Signs Requested:** \_\_\_\_\_

**Temporary Sign Dimensions:**

(1) Height \_\_\_\_\_ Width \_\_\_\_\_

(2) Height \_\_\_\_\_ Width \_\_\_\_\_

(3) Height \_\_\_\_\_ Width \_\_\_\_\_

(4) Height \_\_\_\_\_ Width \_\_\_\_\_

**Location(s) of Proposed Temporary Sign(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date(s) of the Event in Which the Sign is Intended:** \_\_\_\_\_

**Date When Sign(s) will be:** Installed: \_\_\_\_\_ Removed: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date

Applicant Printed Name \_\_\_\_\_

*If sign(s) to be placed on private property, please have Owner print and sign name below:*

Owner Signature \_\_\_\_\_

(which also authorizes the use of the property)

Date

Owner Printed Name \_\_\_\_\_

Planning Board Action: **Approved** \_\_\_\_\_ **Approved w/Conditions** \_\_\_\_\_ **Denied** \_\_\_\_\_

Conditions: \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Planning Board