

TEMPORARY BANNERS AND POSTER BOARD/SANDWICH SIGNS

The Office of the Board of Selectmen is responsible for the issuing of permits for both banners and poster board/sandwich signs. Application for a permit to erect a banner, or poster board signs should be made in writing to the Selectmen's Office at Hamilton Town Hall, outlining:

- The size of the sandwich board and or banner
- The dates you wish to have the sandwich board and or banner on Town property
- The content of the sandwich board or banner

The Town of Hamilton would want to be assured that the sign or banners, wherever they are permitted, are firmly affixed to the ground and signpost so that they cannot blow away. The sign or banner should be in place for a minimum amount of time and generally for not more than a period of two weeks. Further, if it is intended that the sign occupy any public sidewalk area, they must be so located as to minimize any possibility of a pedestrian accidentally tripping over them.

Outlined below are some of the general requirements regarding each of these permits, please contact the Selectmen's Office for more detailed requirements.

Sandwich Board Sign Requirements

Generally the placing of sandwich board signs is limited to the following locations within the Town: In front of the Hamilton Town Hall and in front of the Old Library.

If the signs occupy a public sidewalk area, they must be so located as to minimize any possibility of a pedestrian tripping over them. If the signs should occupy a sidewalk that is not public, please obtain permission from the person who has jurisdiction over the land. We ask that you install the signs for a minimum period prior to the event and to see to it that they are taken down immediately following the event.

Banner Requirements

The Board requires assurance that the banner will be strong enough and designed well enough to withstand unseasonable weather conditions such as wind and snow.

The Board must be provided with a certificate of insurance prior to the issuing of a banner permit that complies with the required limits. Please contact the Selectmen's Office for specific requirements of the certificate.

Upon receipt of the insurance certificate, our office will notify you where you may hang the banner. Non-Town banners may not be hung on the tennis courts or above the road ways. Typically banners are allowed to be hung in front of the Old Library.

For further information regarding the sign permitting process please contact the Selectmen's Office at (978) 468-5572.

Subsection of the Hamilton Zoning B-law (dated May 6, 2008) that refers to “temporary signs”

THE GENERAL BY-LAWS OF HAMILTON are generally enforced by the Selectmen. They cover a number of subjects pertaining to land use, including: Street naming and numbering; earth, loam and gravel removal (requires Selectmen's permit); street acceptance by the Town; *temporary signs*; roadside stands; junkyards; junk cars; pool fencing. The Town Conservation By-law (Wetlands By-law, see above), is located in the General By-laws, but is enforced by the Conservation Commission.