



*City of Taunton, Massachusetts*  
**DEPARTMENT OF  
PLANNING AND CONSERVATION**

*15 Summer Street  
Taunton, Massachusetts 02780*

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**COMMUNITY SIGN APPLICATION FORM**

Eligible sign petitions for the community sign includes all educational, public information, and public function signs for non-profit organizations and charitable events by for-profit organizations. Any petition to display a sign that does not meet the above criteria must receive approval from the Municipal Council.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exact wording of sign: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Display period: \_\_\_\_\_ to \_\_\_\_\_

**Sign Design:**

1. Must be professionally painted and lettered. (The City does not prepare your sign)
2. Must be made from MDO Board (coated plywood only)
3. Sign panels must be 2 foot by 5 foot 10 inches in size
4. The sign background must be white
5. All colors and designs are subject to approval by the City Planner
6. A 2 inch clear space shall be provided on each end of the sign for attachment purposes
7. The sign must painted and lettered identically on both sides

**Process:**

1. Petitions must be submitted at least 30 days before the first display date and not more than 1 year before the first display date. This may be waived if there is adequate space on the sign, is essential to the petitioner, and the waiver will not unnecessarily burden the City planner and/or the City Sign Painter.
2. Petitions will be granted on a first come/ first serve basis
3. Display period shall be up to 28 days depending on availability of space
4. Additional display periods beyond the 28 days may be granted if there is available space on the sign and the extension request is filed after the sign is up and at least 7 days prior to the final display date.
5. Signs must be delivered to the City Sign Painter at the DPW complex on Ingell Street no later than 7 days before the first display date. **DO NOT install the sign yourself.**

I hereby attest that I have read, fully understand, and will adhere to the above regulations and requirements and understand that any non-compliance with the above will result in the Sign not being displayed in the Community Sign.

**Petitioner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

City Planners Use Only: Approved for \_\_\_\_\_ to \_\_\_\_\_ Denied \_\_\_\_\_

**Fee: \$20.00 Check made out to City of Taunton**