

***SIGN REQUEST APPLICATION ~ TOWN GREEN EVENTS***

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

Organization: \_\_\_\_\_ Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Requested Date of installation: \_\_\_\_\_

Date of removal: \_\_\_\_\_

(All signs are to be removed within three days after the event occurs).

Sign details: (Include material, wording, and size **(not to exceed twenty square feet)**).

**For office use only:**

Date received: _____	Date of decision: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Time frame:	
Date to be posted: _____	Date to be removed: _____
Signed by: _____	

**VERY IMPORTANT REMINDER:** Signs must not exceed 20 square feet. Signs are to be placed on the Route 31 (Main Street) side of the green; PLEASE – No signs on Route 44/Boston Tpk or at the front of intersection near plantings. **PUBLIC WORKS WILL REMOVE THE SIGN IF IT IS NOT IN THE PROPER LOCATION!** Signs must be removed within three days after the event. Please be sure you place the approval sticker on the back of the sign where it is visible to public works employees to avoid removal of the sign. Thank you for your cooperation and good luck with your event!



To: Civic Organizations and Non-Profit Groups

Re: *RULES FOR EVENT SIGNS ON THE TOWN GREEN*

In an effort to avoid safety hazards, clutter, and minimize visual pollution, the Town of Coventry has established the following guidelines for all signage on the Town Green. The Land Use office issues the permits for this location and any questions may be directed to Jeannie Katan or Patty Cortes, Building/Land Use Administrative Assistants, by calling 860-742-4062 or email at [jkatan@coventry-ct.gov](mailto:jkatan@coventry-ct.gov) or [pcortes@coventry-ct.gov](mailto:pcortes@coventry-ct.gov)

**GUIDELINES:**

- Community signs will only be allowed on the Green adjacent to the Key Bank.
- Signs will only be allowed for non-profit community events and organizations.
- Number of signs is generally limited to no more than five (5) signs at a time. More may be allowed at the discretion of Staff.
- Signs may be no larger than twenty square feet (i.e.: 4' X 5').
- Signs may be put up no sooner than 14 days before the event and must be removed within three (3) days after the event (but in no circumstance be allowed for more than 21 days).
- Signs must be of a quality nature with neat, uniform letters (spelling counts.)
- **No sign may be placed within 100 feet of the intersection.** \*
- All signs must have a permit sticker issued by the Land Use office, affixed showing the start/stop date.

Signs not in compliance with the above guidelines will be removed by the Town and disposed of without notice. For your convenience, attached is an application form. There is no fee for this service.

**\*PLEASE ~ no signs on Route 44 or at the front of intersection near plantings. Public Works will remove any sign not in compliance with guidelines.**