

**Policy for Use of Temporary Signage on Public Property**

1. **PURPOSE**

The Village of Arthur finds that signs provide an important medium through which individuals and businesses may convey a variety of messages. This policy in intended to balance the needs of businesses, organizations, and individuals to convey their messages through temporary signs with the right of the public to be protected against the proliferation of signs and their effect on public and traffic safety and the aesthetic qualities of the Village.

1. **SCOPE**

This policy is intended to minimize visual clutter caused by temporary signs by limiting their numbers and duration of use on all Village-owned property including sidewalks, boulevards, streets, alleys, Village right-of-ways, and State right-of ways within the corporate limits. This policy does not address permanent signage as regulated by the Village’s Zoning Ordinances.

1. **PROCEDURE TO APPLY FOR USE OF TEMPORARY SIGNS**

Businesses, organizations, and individuals wishing to use temporary signs on public property within the authority of the Village may be allowed to do so through an application process and with the approval of the Village Board. Applications can be picked up at the Village office during regular business hours and should be submitted at least 30 days prior to the date the sign will be first put in use. There will be no fee for the use of approved signs.

1. **GUIDELINES**

Signs should be reasonable in size and not pose a traffic or safety hazard.

Signs should be used for a specific duration of time and preferably for thirty days or less. However signs that require being used longer than thirty days due to the circumstances of the event it is advertising or promoting will be considered. Use of temporary signs on a regular or intermittent basis that are located in direct proximity of business property may also be approved. Signs should be removed within 72 hours of the ending of the event.

Signs that are used annually or on a regular basis may need to apply only once unless there is a change in the sign’s size, dates of use, or location.

Political signs, rummage or garage sale signs, real estate, or for sale signs are examples of signs that will be excluded from use on public property.

Temporary signs that have not received Board approval will be removed from public property and disposed of without notice.

**Village of Arthur**

**Temporary Sign Application**

**Applicant:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Other:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Organization Structure: (Sole proprietorship, LLP, LLC, Not-for-Profit, etc.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reference number: (EIN, NFP number, etc.)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested dates for sign placement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested location:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will this sign be used at the same time and location annually?** \_\_\_ **YES** \_\_\_ **NO**

**Will this sign be used near business property on a regular basis?** \_\_\_ **YES** \_\_\_ **NO**

**Purpose of sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical description of sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Describe any special circumstances for the use of the sign for more than 30 days or reasons why it should not be removed within 72 hours of the ending of the event:**

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**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Annual/regular use:** \_\_\_ **YES** \_\_\_ **NO**