



WESTPORT, CONNECTICUT

Jennifer Tooker
First Selectwoman

Policy for Temporary Signs on Town Property for Advertising Charitable Events and for Political Purposes

Modified and Adopted by the Board of Selectmen
January 9, 2002, revised January 29, 2004, January 7, 2005,
March 23, 2005; minor revision May 26, 2005, revised February, 2015

The following policy has been established by Westport Town Officials in order to provide coordination for the placement of temporary signs by Westport non-profit organizations wishing to advertise one-time-only charitable events.

General Guidelines for ALL Temporary Signs

- Town property includes traffic islands and road rights of way.
- The Town may not approve, nor is it responsible for, any signs erected on State of Connecticut property. It is not advisable to place signs on State of Connecticut property (including rights of way and islands along Routes 1, 136, 57, 33, and the Sherwood Island Connector, nor on the exit or entrance ramps of I-95 or the Merritt Parkway) as the State may remove them. (see attached list for State property)
- No sign may be placed on any school property without the prior permission of the Superintendent's Office.
- No sign may be placed within the interior of Compo Beach or Longshore Club Park.
- No sign may be placed on Town Hall property.
- No sign may be placed on trees or utility poles.
- No sign may interfere with traffic visibility.
- Signs on private property require property owner approval. Signs on private property shall not extend beyond the property line or into the Town right-of-way and is suggested they be removed within 2 days after the publicized event or election.

Temporary Signs for Advertising Charitable Events

The placement and locations of temporary signs on Town property for the purpose of advertising a charitable event requires review and approval by the Westport Police Chief, Director of Planning and Zoning, and Director of Parks & Recreation, or their designated representatives. Qualifying organizations (i.e. local non-profits) may send the attached request, including proposed locations, for the placement of temporary signs to: Selectwoman's Office, Westport Town Hall, 110 Myrtle Avenue, Westport, CT 06880 or selectwoman@westportct.gov.

The following conditions will apply:

- A maximum of 15 signs are allowed for each such event. This includes directional signs.
- The signs may be erected not more than 2 weeks before the event and must be removed within 2 days after the publicized event.
- The size of the sign cannot exceed 2 feet by 3 feet.
- Non-compliance may result in the removal of signs.

Temporary Signs for Political Purposes

Political signs are considered an expression of free speech and are allowed on public property. The General Guidelines noted above apply to temporary signs for political purposes.



WESTPORT
TEMPORARY SIGN REQUEST

Form with fields: Non-Profit Organization, Name of Event, Requested Dates, Event Date, Contact Name, E-mail, Phone.

Table with 2 columns: State Roads - No Authorization. Lists various roads and highways such as Bridge Street, Kings Highway North, Main Street, etc.

Requested Locations (Please Do Not Request Roads/Areas Listed Above):

- 1. _____ 9. _____
2. _____ 10. _____
3. _____ 11. _____
4. _____ 12. _____
5. _____ 13. _____
6. _____ 14. _____
7. _____ 15. _____
8. _____

Your signature below indicates that you have read and agree to abide by the terms of the Policy for Temporary Signs on Town Property for Advertising Charitable Events and for Political purposes.

Signature _____ Date _____