



OFFICE USE ONLY:

Date Received: _____

Approved/Denied by: _____

TEMPORARY SIGN APPLICATION

PLACEMENT ON TOWN-OWNED PROPERTY OR ADJACENT RIGHT OF WAY

Application Date: _____

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Phone No.: _____ Email: _____

Number of Proposed Signs: _____ Duration of Placement: From: _____ To: _____

Applications require marking the location of proposed signs on the attached map. *

Pursuant to provisions of Town Ordinance 4.01(4) and 10.22(6), allowing off-premise placement of signs, certain temporary signs will be allowed in the road right of way with the following provisions:

- (a) Shall be placed no closer than ten (10) feet from the edge of the road surface and no closer than thirty (30) feet from each side of a driveway to maintain a clear, obstruction free vision area for pedestrians and traffic.
- (b) No larger than two (2) foot by two (2) feet, four (4) square feet total.
- (c) No higher than four (4) feet above existing established adjacent grade to the top of the sign.
- (d) No more than one (1) off-premise temporary sign shall be allowed to be placed by an individual in any single parcel's right-of-way.
- (e) Each sign will contain the name and phone number of the person who owns the sign.
- (f) No sign may be located or placed in a way which interferes with traffic.
- (g) To ensure traffic and pedestrian safety, no sign may be located or placed on Town owned property or adjacent road right-of-way without written approval of the Town Administrator, after receiving an application for proposed placement of a sign. An application for placement of a temporary sign on Town owned property or adjacent road right-of-way shall contain number of signs, proposed sign locations, and proposed duration of placement, to ensure adherence to Town ordinance requirements. Multiple signs containing the same message shall not be allowed to be located on Town owned property or adjacent road right-of-way.

Note: Signs may be placed during an election campaign period, from seven (7) days prior to the primary election and fourteen (14) days prior to the general election and shall be removed within twenty-four (24) hours after an election.

Applicant's Statement / Waiver:

I hereby certify that the information provided on this form is complete accurate and hereby agree to comply with all applicable codes and ordinances of the Town of Rome. I understand that I am responsible for locating the proposed sign(s) within the above-stated guidelines and for the temporary sign to be placed and removed within the provided timeline. I understand the Town of Rome has no responsibility for monitoring for weather or theft. I understand failure to place the sign appropriately on Town property and within the timeline provide will mean removal and disposal of the sign without notice.

Applicant's Signature

Date: _____

**See Attached Map of Appropriate Location for Temporary Sign Placement on Town Hall Property.*



Temporary Signs may be placed in the RED Box area only.