

**CITY OF KEENE
New Hampshire**

APPLICATION FOR LICENSE TO ERECT TEMPORARY SIGN

Under Chapter 46-1056:1060, Temporary Signs on City Property, I hereby apply on behalf of _____, a non-profit organization in the State of New Hampshire, for a license to erect a temporary sign in the City right-of-way to advertise the following event: _____ which will be held on the following dates: _____. **A completed application shall consist of an original certificate of liability insurance in the amount of \$500,000 with the City of Keene listed as an additional insured specifically naming the type of event, location and date, and the license fee of \$15.00.** Dates will only be reserved after review of completed applications on a first-come, first-serve basis. Only one sign at a time may be applied for. Once a sign has been removed you may apply for another time period. Vinyl banners shall be 4 X 8 feet and shall be secured to posts using zip ties.

Please use the space provided below to disclose the wording of your sign

Dates to be Erected:

From _____ To _____
(Maximum time limit two weeks prior to event, plus duration of event not to exceed one week)

Preferred Sign Location: (Please select one)

POST OFFICE FULLER PARK

(Every effort will be made to honor your first choice of sign locations but signs will be scheduled based upon availability on a first-come, first-served basis.)

Signature of Applicant Date Signed

Name Printed or Typed

Address _____

Email address _____ Telephone Number _____

FOR USE BY CITY CLERK'S OFFICE

Date Received _____ Fee Received: Yes _____ No _____

Amount of Liability Insurance \$ _____

P.O.-Sign-1 dates _____ P.O.-Sign-2 dates _____

Approval Date _____ Denial Date _____

Office Manager

What is a Temporary Sign at the Post Office/Fuller Park?

A license to erect a temporary sign on city property may be obtained by any nonprofit organization announcing an event of benefit to the entire community. The City has allocated space for up to two temporary signs on public property in front of the U.S. Post Office and up to two temporary signs in front of the Keene Recreation Department, accommodating up to four nonprofit agencies. A nonprofit may erect their sign two weeks prior to an event plus the duration of the event up to a maximum of one week. The locations of the temporary sites may be varied by resolution of city council when the permanent sites are unusable due to construction, reconstruction, natural disaster, extreme weather, demolition, or accident. Under this division, any nonprofit organization will be permitted only one temporary sign at a time. Signs are to be removed immediately after the event.

Construction standards: All vinyl banners subject to this division are to be four feet by eight feet and are to be made to mount on pre-erected posts using 6 zip ties (bring your own). A sketch showing the location of the grommets, size and mounting instructions is available at the city clerk's office.

Obtaining a License

The City Clerk is the licensing authority for Temporary Signs at the Post Office/Fuller Park. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee and a certificate of liability insurance listing the City of Keene as an Additional Insured. Once the review process has concluded, the City Clerk will issue the license. The City Clerk has the discretion to choose the location where the sign will be located and use of the sign spaces are on a first come first served basis.

Licenses issued under this section of the City Code are date range and location specific. The application fee is \$15.00.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.

