

Street Banner Permit Application



Town of Concord
Building Department
(978) 318-3280

Official Use Only

Date Received: _____ Received By: _____

Approved for issuance:

Date

Building Inspector

Date

Town Manager

Date

Concord Municipal Light Plant

Receipt of this application by the Town of Concord shall not be deemed as an approval of placement. All street banners placed in Concord must be approved by the Town Manager's Office as well as the other offices noted above, and must be installed only by the Concord Municipal Light Plant (CMLP). The requesting party or organization shall agree to compensate CMLP for the full cost of time and materials necessary for installation and removal of street banners.

1 Banner Location: 100 – 200 Main Street or 1200 – 1300 Main Street

No. _____

Street _____

2 Description: (See reverse side for additional requirements.)

General Description: _____

Requested Date(s) the banner will be displayed: from: _____ to: _____
(Maximum of 8 Days)

3 Owner, Tenant, Architect and Contractor Information

Name

Address

Telephone

Applicant: _____

Name of Organization: _____

Other _____

4 Certification (Please read before signing)

The undersigned hereby certifies that he/she has read and examined this application and that the proposed work is subject to the Town of Concord's Sign By-Law, is accurately represented in the statements made in this application and that the work shall be executed in accordance with the foregoing requirements. The undersigned agrees to name the Town of Concord as an additional insured on the organization's General Liability policy as relates to the proposed work.

Signature: _____

Owner or duly authorized representative

GENERAL SUBMISSION REQUIREMENTS

1. Please attach a detailed drawing of the banner indicating design, wording and dimensions, **and return this completed application to the Town of Concord Building Department, 141 Keyes Road, for routing.** If approved, the requesting party will be contacted by a representative of CMLP to coordinate the work and payment for service. Work shall not commence until such time as proof of required insurance is delivered to the Town Manager's Office. If disapproved, the applicant will be notified by a representative of the Building Department or Town Manager's Office.

Utilize the space below to sketch the proposed banner.



