

**TOWN OF HARWICH
SIGN POLICY FOR TOWN-OWNED PROPERTIES**

It shall be the policy of the Town of Harwich to allow only Town-owned signs to be sited on Town-owned or controlled property and to prohibit the siting of non-Town-owned signs, utilities and mailboxes on Town-owned or controlled property, including public rights-of-way, except as expressly provided for below. This policy shall be enforced by the Building Commissioner. The Building Commissioner shall enforce the policy through procedures which are included on a Town of Harwich properties temporary sign notification form.

A. Definitions for the purpose of this policy

1. A sign shall be deemed to be an announcement or message of any kind.
2. A Town-owned sign shall be defined as a sign owned by the Town.
3. A permanent sign shall be a sign that is sited for more than 60 consecutive days.
4. A temporary sign shall be a sign that is sited for 60 or fewer days.

B. Requirements for any Sign on Town-owned or controlled property

1. Any sign located on Town-owned or controlled property, including any public right-of-way, shall conform to all applicable requirements, including historic district requirements.
2. No commercial sign shall be allowed on any Town-owned or controlled property, including any public right-of-way.
3. No permanent, non-Town-owned sign shall be allowed on any Town-owned or controlled property, including any public right-of-way.
4. No temporary, non-Town-owned sign shall be allowed on any Town-owned or controlled property, including any public right-of-way, except in accordance with all of the requirements set forth herein.
5. No sign shall be affixed to or posted in front of any guard rails located in a public right-of-way.
6. No sign shall be placed in a public right-of-way so as to block a sidewalk, stairway, driveway or parking lot or impair sight distances for motorists.

C. Siting of Town-owned Signs

1. A temporary or permanent Town-owned sign may be placed on Town-owned or controlled property, provided all of the requirements set forth herein are satisfied.
2. Town-owned signs that announce upcoming Town Meetings, elections, water system information, including flushing schedules and conservation restrictions, shall be permitted in a public right-of-way.
3. Town-owned traffic signs, as approved by the Harwich Police and Harwich Department of Highways and Maintenance, shall be permitted in a public right-of-way.

D. Siting of Temporary, non-Town-owned Signs

1. A temporary, non-commercial, non-Town-owned sign may be located only at the specific Town-owned or controlled properties (as cited in #2 below), but only provided that all of the requirements set forth herein are satisfied.
2. Approved locations for siting a temporary, non-commercial, non-Town-owned sign on Town-owned locations in a five foot by twenty foot rectangle shall include only the following:

HARWICH CENTER

The Water Tank on Route 39, on the west side of the driveway entrance (closest to Thompsons Field).

EAST HARWICH

The intersection of Routes 39/137, at the Fire Station 2, on the corner at the so-called “flagpole parcel.”

NORTH HARWICH

The Transfer Station, at the right side of the entrance on the grass strip.

3. The Town shall not be responsible to maintain or safeguard any non-Town-owned sign on Town-owned or controlled property and such placement shall be entirely at the sign owner’s risk.
4. Any sign placed on any Town-owned or controlled property, other than as specified herein, may be removed by the Town and disposed of without any prior notice to the sign owner or liability for damages by the Town.

5. No temporary, non-commercial, non-Town-owned sign shall be allowed at the above-specified locations, unless it satisfies the following requirements:
 - a. It shall not exceed 3' x 3' feet in size and not to exceed 4' in height.
 - b. It shall not be in place for more than 60 days.
 - c. It shall not be chained, locked or permanently affixed to any surface, structure or landscape feature.
 - d. It shall not block a public sidewalk, stairway, driveway or parking lot, nor shall it impair sight distances for motorists.
 - e. It shall not be placed so as to block any other sign already in place.

Approved by the Board of Selectmen on 8th day of December, 2008