



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

REQUESTING AUTHORIZATION TO PLACE SIGNS

ON TOWN OF WINCHESTER, CT PROPERTY

The Town of Winchester, CT owns a significant amount of property and rights-of-way along the Town's streets. Authorization must be obtained by the Town Manager to place signs of any kind on Town property or in a Town right-of-way.

Directions: Please fill out this form thoroughly and accurately and submit the completed document to the Town Manager's Office. Incomplete applications and applications demonstrated to be inaccurate or deceptive in any way shall be denied. The Town Manager's Office reserves the right to deny any application.

Fee Information: The Town of Winchester reserves the right to charge fees for the placement of signs on Town-owned land. Please contact the Town Manager's Office for information about fees to be levied for the placement of signs on Town Property.

Other Information: Signs related to events officially sponsored by the Town of Winchester do not require approval from the Town Manager's Office to be placed on Town property. Amended approvals may be granted. Signs posted without approval or at variance with the approvals issued shall be removed from Town property and disposed of immediately.

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number: _____

Requestor's Email Address: _____

Number of Signs to be Posted: _____

Size of Signs to be Posted (length x width): _____

Description of Sign Type (lawn signs, etc.): _____

Proposed Location(s) for the Sign(s): _____

Sign Posting Start Date: _____

Sign Posting End Date: _____

Do the Signs Support a For-Profit Activity or Business? Yes ____ No ____

Why do your signs need to be placed on Town property?

What text will be included on your signs? Exact language is required.

By signing below, I understand that I am making a request of the Town of Winchester that in no way is required to be approved. I further acknowledge and understand that placement of any sign on Town property that is not explicitly permitted by an authorization form, signed by the Town Manager, is subject to disposal and such signs shall not be returned to me. I understand that any approval I receive ends on the day specified below, by the Town Manager, and any sign left on Town Property after that date shall be removed from the site and disposed. It is my responsibility to remove any and all signs at the end of the prescribed period.

Signature of Requestor: _____

Date of Submission: _____

For Town Manager Use Only:

Date Request Received in Town Manager's Office: _____

Approved: _____

Denied: _____

Effective Start Date: _____

Effective End Date: _____

Other Amendments to Request Approval: _____

I certify that the application I received as part of this request has been reviewed in whole and that a decision as marked above has been rendered.

Town Manager Signature

Date