

Sign Policy relating to Walgreen's

The use of banners on the downtown bridge is no longer permitted.

- 1) The Building Department will accept applications for signs to be inserted into the existing sign located at the four corners between King Street and East Central Street(s).
- 2) Application should not be submitted sooner than 60 days prior to event.
- 3) Signs will be allowed for Franklin non-profit organizations only.
- 4) **Proof of 501c3 non-profit status needs to be attached to application for approval.**
- 5) Sign will be erected by the Building Dept. no sooner than ten (10) days before the event. But in no case shall a sign be displayed for more than ten (10) days in total.
- 6) Signs will be displayed on a first come first serve basis.
- 7) Sign will be removed by the building department immediately following the event.
- 8) It is the applicant's responsibility to have sign made according to building department spec sheet. All specs need prior approval by Building Dept.
- 9) It is the applicant's responsibility to have the sign delivered to the building department at least three days prior to the date the applicant wants sign to be erected.

Signs to be installed must be 80" wide by 24" tall, constructed of 1/4" plastic corrugated sign board material, background color will be ivory with black lettering (or your own choice of colored lettering).

Please include name of organization, name of event, date and time of event and organization logo, if applicable.

Name of Non-profit 501c3 Organization

Proof of non-profit status
(must be attached to application)

Name/Address/Telephone Number of Contact Person

State Reason for Sign Request

Date of Event

Sign Up

Date Received

Sign Down

Date of Approval/Denied

Approval Signature

IT IS THE APPLICANT'S RESPONSIBILITY TO PICK THE SIGN UP WITHIN 14 DAYS FOLLOWING THE EVENT. THE BUILDING DEPARTMENT IS NOT RESPONSIBLE FOR THE SIGN AFTER THIS TIME.

\$5.00 fee per sign waived temporarily

Please do not discard banner(s) that were previously permitted, as this new policy could be rectified in the future

