



GUIDELINES FOR PLACING SIGNAGE ON PUBLIC PROPERTY

Pursuant to Section 12 – 1.5 of the Newburyport Code of Ordinances, as amended, a permit must be obtained annually from the City Clerk before placing any moveable sign on a sidewalk. The following steps must be completed to obtain a permit.

1. Complete the Application for Movable Signage on Public Property
2. Sign and date the Release and Indemnity Agreement to Encumber a Public Way at the bottom of the application.
3. Obtain evidence of liability insurance covering the sign with a minimum of one million dollars and naming the City of Newburyport as a co-insured entity.
4. File the Application, attach the Liability Insurance, and file it together with the fee of \$50.00 at the City Clerk's Office, City Hall, 60 Pleasant Street, Newburyport, MA for approval.
5. Following the City Clerk's approval, a dated permit sticker will be issued and should be affixed to the upper right corner of the movable sign such that the enforcing officer can view the validity of the sign/permit.

Permits shall be for a term of one year and are renewable annually upon the payment of a fee of \$50.00.

If you have questions, you should contact the City Clerk's office @ (978) 465-4407.

APPLICATION FOR MOVABLE SIGNAGE ON PUBLIC PROPERTY

Application Fee \$50.00

Date: _____

FOR CITY CLERK'S OFFICE ONLY
Date Recorded _____
Amount Paid _____

To the City Council of the City of Newburyport:

The undersigned requests that he/she may be granted permission to place one (1) movable sign on public property. This permission will only be effective for the listed location, and will be subject to all of the terms, conditions, and limitations set forth in the Newburyport Code of Ordinances, and any applicable State and Federal laws and any condition prescribed by the City Council and/or City Departments, including, but not limited to, those conditions appearing below.

Name of applicant _____

Street address of applicant _____

City, State, Zip of applicant _____

Telephone of applicant _____

Name of business _____

Address of business _____

Telephone of business _____

Description of the location and movable sign to be placed on the Public Way.

RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY

I, the undersigned Applicant or Duly Authorized Agent, hereby agree to RELEASE, discharge and hold harmless, the City of Newburyport, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with the undersigned's use of the public way as described herein.

Signature of Applicant or
Duly Authorized Agent

Date