

## ADMINISTRATIVE REGULATOIN

OFFICE OF THE TOWN MANAGER  Town of Groton, Connecticut	Effective Date:  January 1, 2019	A.S. No. 4-6 Page No. 1 of 2
Subject:  Downtown Mystic Banners	Effective September 1, 2022	Approved by:  Town Manager
Reference to Town Charter/Ordinances/Resolutions n/a	Reference to State Statue n/a	

### 1.0 PURPOSE:

To establish the policy and procedures for requests for the placement of banners on Town-owned streetlight poles in downtown Mystic.

### 2.0 ORGANIZATIONS AFFECTED:

Public Works/Non-Profits

### 3.0 DEFINITIONS:

n/a

### 4.0 POLICY:

4.1 A request for the placement of banners in downtown Mystic must be received at least 60 days prior to an event and be approved by the Groton Public Works Department.

4.2 Eligible requestors must be a non-profit organization looking to promote an event to take place involving downtown Mystic. Other entities will not be considered.

### 5.0 PROCEDURES:

#### 5.1 Origination

The non-profit applying for permission to have banners placed should send an email or written request to the Director of Public Works for the request. The Request narrative should address the following issues:

- 1) the name of the event,
- 2) the purpose of the event,
- 3) the duration of time for the banners to be placed. Normally banners will be placed no more than 45 days prior to, and removed within 5 days after the event,
- 4) a concept drawing of the banners to be placed. Note: Applicants must seek specifications for the Town-owned property so that the applicant may create a compatible banner.

5.2 Approval, Acceptance Appropriation & Coordination

5.2.1 The Public Works Director shall notify the applicant of the decision on approval within 10 days of receipt of the application.

5.3 Coordination and Approval

5.3.1 The applicant shall be responsible for obtaining compatible banners, and shall provide to the Public Works Department.

5.3.2 Public Works shall endeavor to place the banners in a timely manner subject to other priority projects.

5.3.3 At the end of the approved placement period, Public Works shall remove the banners and make available back to the applicant.