

## Town of Barre

### Directional Sign Policy

#### POLICY:

The Town of Barre shall allow placement of directional signs, upon approval by the Selectboard, in compliance with this Policy.

#### AUTHORITY:

Title 10, V.S.A., Section 494 (14) authorizes towns to adopt guidelines, including charging reasonable fees, for placement of directional signs. Title 19, V.S.A., Section 304 (2) states it shall be the duty and responsibility of the Selectboard to take any action incidental to the proper management and administration of Town highways.

#### ELIGIBILITY:

Directional signs may be placed only for attractions (locations) of public and private not-for-profit agencies or organizations.

#### APPLICATIONS:

Interested agencies or organizations shall complete an application form and submit it to the Town Manager. The form shall request information: to identify the organization and its contact person; to specify requested sign locations (limited to 2); to specify site and nature of attraction; and to specify what information the applicant wants on the directional sign. The form may request such other information as the Town staff believes is needed to administer the program. Upon receiving a complete application, the Town Manager shall place the request on the next Selectboard agenda. The application will be approved or denied by the Selectboard.

#### SIGNS:

The purpose of signs shall be limited to directing visitors to the attraction. Words and symbols may be utilized. The signs shall be 12" x 12" with reflective blue background and white markings. Signs will be ordered by and placed by the Town. No more than two (2) directional signs may be placed on any existing Town highway sign post -- in the Town highway right-of-way. Consequently, the Town cannot erect directional signs in State highway rights-of-way. No more than one (1) sign per organization may be placed on any sign post. An eligible organization or agency shall be limited to two signs, which shall be removed when the attraction is discontinued.

#### FEES:

Approved applicants shall pay the Town for the cost of the signs and hardware plus 5%, and for actual labor and equipment time with a one (1) hour minimum. Fees shall be paid within ten (10) days of invoice.

#### REPLACEMENT:

The application, approval, and fee is for a one-time installation. If, due to theft, damage or weathering, the sign(s) needs replacing, the organization shall re-apply and, if approved, pay the fee again. The Selectboard reserves the authority to determine a sign will be removed due to poor condition (damage or weathering).

#### RECORDS:

The Town Manager or designee shall maintain a record of approved signs and locations.

Adopted by Selectboard: October 28, 1997