



209 S. Main Street • Marysville, Ohio 43040
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

COMMUNITY SIGN POLICY AND APPLICATION

***** IMPORTANT INFORMATION – Please read before completing the application *****

The City of Marysville has provided community signs to further promote non-commercial or non-political events and activities that benefit the community. These signs are located in visible locations and will be a reflection on the City. Therefore, we ask that the requirements below are adhered to. Failure to comply with any of the listed policies will eliminate the organization from receiving approval for future signs.

The locations of these community signs are:

- W 5th St. @ Park Ave. (36" x 36")
- Delaware Ave @ Coleman's Crossing (48" x 48")
- (Future Locations Will Be Added)

Temporary signs for charitable organizations, schools, community, other public or semi-public organizations and churches shall be permitted, provided the area of such sign does not exceed 36" x 36" or 48" x 48" (one half of the Community Sign area). This includes, but is not limited to, Union County based non-profit organizations such as the City of Marysville, Union County Foundation, Union County Convention and Visitors Bureau, Union County Chamber of Commerce, school-related booster organizations and other local civic organizations. There is no fee for the application, but **the applicant is responsible for providing the sign.**

By submitting and signing this sign application, it is understood the applicant agrees to the following:

- Reservations are made on a first-come, first-served basis and must be made at least fourteen (14) days prior to the event.
 - On the first business day of December, an applicant can submit their requests for the coming calendar year.
- All signs for the above listed locations must be approved by the Public Service Director or designee.
- The Public Service Director retains the right to reject any application, or have a sign removed, based on a sign's poor design/production/construction or failure to correspond to the rendition and colors of the application.
- Each applicant must submit a rendition of the sign as close to the actual production as possible. Exact colors to be used must be shown on the rendition, or exact paint chips of the colors must be submitted along with the application.
- Community signs are a reflection on the City; therefore, all signs must have a professional appearance using no more than three (3) colors. Neon, ultra-bright or glow in the dark paint or lettering is not permitted.
- Provided signs must be full coverage digitally printed vinyl applied to 4mm, 36" x 36" or 48" x 48" Corrugated Sign Panels. Only one side of the material may be used for the message. Visit the City's website: marysvilleohio.org and click on Public Service for recommendations on Community Sign design.
- Usage of any sign location may begin no more than twenty-one (21) days prior to the related event, unless the Public Service Director grants special permission. In most cases, signs may be posted for no longer than twenty-one (21) days unless no other community events are posted and space is available.
- City of Marysville events and programs will be given priority use of these signs at all times.
- If approval is granted, the signs will be installed and removed by the Public Service Department.
 - **Signs will be put up and removed on Mondays. The only exception will be when a holiday falls on Monday.**
 - Applicant shall call the Public Service Clerk at 937-645-7350 option 3 to schedule drop-off and pick-up dates/times.
 - Signs must be delivered to and picked up from Marysville City Hall, 209 S Main St. Marysville, OH 43040.
 - They must be received no later than three (3) business days prior to the date they are to be displayed. Signs not received three (3) business days prior to the date of display will not be placed on the Community Sign board.
 - **All signs must be picked up within three (3) business days after the end of the application period.**
 - The City assumes no liability for the signs during temporary storage, installation or display period.

There is no fee for submitting this application, but **the applicant must provide the sign**. Copies of approved or rejected applications will be returned to the applicant by mail or email within five (5) business days of receipt.

Please submit completed applications by mail or in person to: **City of Marysville, Public Service Department, 209 S. Main St. Marysville Ohio 43040**. Scanned applications can be emailed to publicservice@marysvilleohio.org.

Applicant Information *(Please print clearly)*

Contact Name: _____

Name of Organization: _____

Applicant's Street Address: _____

City, State, and Zip Code: _____

Telephone Number: _____

Email Address: _____

Event Information

Date of Event: _____

Dates Requested For Sign: _____

Event Description: _____

Preferred Sign Location (Circle all that apply):

- W 5th St. @ Park Ave. (36" x 36")
- Delaware Ave @ Coleman's Crossing (48" x 48") •
- (Future Locations Will Be Added)

I have read and agree to adhere to the provisions of the community sign policy. I understand that failure to follow these provisions may result in no further use of this free service. I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY Received

(stamp):

Application Details:

Issued By

Date Approved