



**southburlington**  
PUBLIC WORKS

**Policy on Signs within the Municipal Right-of-Way – November 30, 2010**

**PURPOSE:** The purpose of this policy is to govern the placement and removal of any signs within the municipal road right-of-way (hereafter "ROW").

**USAGE:** This policy is to be followed when any signs are located within the ROW.

**PROCEDURES**

1. In accordance with the City of South Burlington Sign Ordinance (effective May 3, 2010) no permanent or temporary sign, including signs for real estate sales, product or service advertisement, and political advertisements, other than those required for governmental purposes, shall be located within the ROW.
2. Notification: Any city staff member or citizen may notify the Department of Public Works (DPW) of any signs suspected to be illegally located in the ROW.
3. Enforcement: The City of South Burlington, through its DPW, is authorized to remove and dispose of any illegal sign without prior notice. The City is not responsible for any costs associated with the production and placement of signs and will not reimburse parties who signs are removed pursuant to this policy.
4. Response: DPW shall, weekly at a minimum, respond to any Notifications and remove nonconforming signs.

**EXEMPTIONS AND WAIVERS**

1. Temporary political campaign signs may be displayed for a period of not to exceed two weeks leading up to a local, state or national election within the ROW unless city staff determines a sign to be a hazard to public safety. Signs shall be removed immediately following the election by their installer. If they are not removed within 48 hours, they shall be removed and disposed of in accordance with Procedure #3. Enforcement and the candidate will be invoiced for the time spent removing their signs. Temporary campaign signs shall not be affixed to city property and shall not exceed six square feet in size.
2. The City of South Burlington and the South Burlington School Department are exempt from this policy, but remain subject to the South Burlington Sign Ordinance.
3. Any signs located within state highway right-of-way. Such ROWs are owned and maintained by the State of Vermont and governed by 10 VSA §§481-506. State owned highways within South Burlington are US Route 7 (Shelburne Road), and parts of both VT Route 116 (Hinesburg Road) and US Route 2 (Williston Road).

*Sanford Miller*

Approved by: Sanford Miller, City Manager

*12.7.10*

Date