



**Town of Oxford Planning and Zoning Commission
Stephen B. Church Memorial Town Hall
486 Oxford Road
Oxford, CT 06478**

February 18, 2020

To All Committee Groups:

Happy New Year! I am sure that your organization is diligently planning a year of events and activities that will be enjoyed by Oxford residents as well as others from surrounding communities. Your hard work contributes to making Oxford a wonderful place to live, work and play. With that in mind, the Planning and Zoning Commission would like to reach out to you with some gentle reminders regarding temporary signage for events. We want your events to be successful while maintaining the safety and beauty of our community.

Below are some basic guidelines to keep in mind when preparing temporary signs that will advertise your events and activities (a complete listing of signage regulations can be found at www.oxford-ct.gov/planning-zoning-department):

- All events and activities that require temporary signs require a sign permit application. See the Zoning Enforcement Officer (ZEO) in Town Hall to apply **at least 30 days in advance of your event.**
- We will need to know how many signs you are planning to use and their general locations. In addition, we will need to know who will be responsible for the placement and removal of the signs.
- Want to make sure your sign is seen? We do also! Please refer to the size requirement regulations found at www.oxford-ct.gov/planning-zoning-department.
- Make sure you know where signs are allowed and where they may be considered unsafe. State roads like Routes 34, 42, 67 and 188 have 15-foot setback requirements. Town road setbacks are 10 feet. There are also restrictions regarding telephone poles, street islands and sidewalks. Please plan accordingly before placing signs on State or Town roads.
- Once your awesome event is over, please have all temporary signs removed within 72 hours so that other organizations can begin to promote their events.

Temporary signs are a great way to promote events, build awareness and drive attendance. Let's work together to ensure that all organizations have successful events while maintaining the beauty and integrity of our community.

Please don't hesitate to contact the ZEO or Planning and Zoning Commission with any questions. We wish you the best of luck with your events and activities, and we look forward to working with you!

Jeff Luff
Chairman, Planning and Zoning Commission