

**PROCESS FOR SIDEWALK PERMITS, DISPLAYS OF MERCHANDISE,
A-FRAMED SIGNS AND SANDWICH BOARD SIGNS**

1. The petition must be filed with the City Clerk. Application forms are available at the Clerk's Office.
2. The City Clerk's Office forwards the petition to the City Council. Petitions received by the Clerk's Office by 5 PM on Thursday will go on the agenda for the following Monday's Council Meeting, with the exception of Thursday and Monday holidays and the special July/August Council Meeting schedule.
3. The City Council has the power to grant or deny the permit, but it usually forwards the petition to the City Manager along with power for the City Manager to grant or deny the petition.
4. The City Manager refers the petition to the Commissioner of the Public Works Department (DPW). DPW will send out an investigator to review the location of the sign or table.
 - a. The Commissioner may require the approval of other City Departments including, but not limited to, Police, Fire, Traffic and Parking, and Building Departments.
 - b. The Commissioner may require a substitute location if, in his or another department's opinion, the proposed location is unsuitable for public safety reasons.
 - c. The Commissioner may restrict the times of the requested tables.
 - d. The Commissioner will not approve any petition unless the applicant has filed a commercial recycling plan with the DPW's Commercial Recycling Coordinator.
5. If the Commissioner approves the petition, the Public Works Department will require the applicant to obtain a bond in the amount of \$2,000.00 from an approved insurance company. The insurance company must complete the City's approved bond form, which can be obtained from the Public Works Department.
6. When the bond is executed by an insurance company and sent to the Public Works Department, a permit will be granted to the petitioner from the Public Works Department for a filing fee of \$25.00.

2000 MAY -5 P 3:41
CITY CLERK
CAMBRIDGE, MASSACHUSETTS

CAMBRIDGE 5-5 2000
19

To the honorable, the City Council of the City of Cambridge
The undersigned respectfully pray

FIRST BAPTIST Church, located at 5 Magazine Street
Green + Magazine Sts
Name of Petitioner or Business Address

Be granted permission for a/an () "A" FRAMED SIGN,

~~() SANDWICH BOARD, (X) DISPLAY OF MERCHANDISE,~~

~~() TEMPORARY BANNERS HUNG ACROSS PUBLIC WAYS,~~
(Abutter approval forms required.)

TABLE ~~(X) TABLES, for restaurant seating () Y (X) N, (X) CHAIRS (2)~~

distribute
BIBLE BOOKS In front of premises numbered CARL BARNER Plaza, on
Address where sign will be

Every Tuesday MAY - SAT, 2000, from NOON ~~AM~~ to 8:00 P.M.
Days of the week

Petitioner's signature Archie Moore

Print name here Archie Moore
31 Essex St Cambridge

Telephone number (617) 354-2504

PLEASE ATTACH A SKETCH TO YOUR
APPLICATION.

62 H
Applications & Petitions #1

An application was received
from the First Baptist Church,
5 Magazine Street requesting
permission to erect a table
to display merchandise in
front of Carl Barron Plaza,
every Tuesday, May-September
from noon to 8:00 p.m.

In City Council May 15, 2000

Referred to the City Manager w/power