

CAMBRIDGE April 7, 19 99

TO THE HONORABLE, THE CITY COUNCIL OF THE
CITY OF CAMBRIDGE:

THE UNDERSIGNED RESPECTFULLY PRAY

Universal Marketing, LOCATED AT 390 Main Street Woburn, MA
NAME OF PETITIONER OR BUSINESS ADDRESS

BE GRANTED PERMISSION FOR A/AN ☐ "A" FRAMED SIGN, ☒ TABLE,

☐ SANDWICH BOARD, ☐ DISPLAY OF MERCHANDISE.

IN FRONT OF PREMISES NUMBERED Around MIT campus, ON
ADDRESS WHERE SIGN WILL BE

April - June, FROM Mon-Fri 9 AM. TO 5 PM.

[Signature]
PETITIONER'S SIGNATURE

Jennifer Lee
PRINT NAME HERE

781-939-5900
PHONE NUMBER

**PLEASE ATTACH A SKETCH OF YOUR
SIGN TO YOUR APPLICATION**

1999 APR - 7 A 11:09
OFFICE OF THE CITY CLERK
CAMBRIDGE MASSACHUSETTS

(Not on
campus, but
around the
campus on the
sidewalks)

**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.

Consent Communication #11

SPH

An application was received from
Universal Marketing, 390 Main Street
Woburn, MA, requesting permission to
erect a table in front of MIT Campus
and around Harvard University campus.

In City Council April 12, 1999

Referred to

City Manager for report
on what this request ~~is~~
consists of.