



WASHINGTON TOWNSHIP

CLERK'S OFFICE
43 SCHOOLEY'S MTN. ROAD
LONG VALLEY, NJ 07858
(908) 876-3315

POLE ATTACHMENT PERMISSION PROCEDURES

If your organization would like to hang a banner on Township property, please follow the following procedures:

1. Obtain Road Approval

- For a County Road, contact the Morris County Board of Chosen Freeholders to obtain permission.
- For a Municipal Road, contact the Washington Township Department of Public Works Supervisor to obtain permission.

1. Obtain JCP&L and Verizon Approval to hang banners on their utility poles.

2. Obtain Washington Township Committee Approval. Submit written approval from the county or municipality, as well as details about site location, and message on the banner to the Municipal Clerk's Office. It will be added to a monthly Township Committee Meeting for approval. The Township Committee will consider approvals at their Regular Meeting (3rd Monday of each month). Please submit by the beginning of the month in order to be added to the agenda.

3. Notify Washington Township Police Department, Washington Township Zoning Department, and Washington Township Department of Public Works of the banner location, hanging date, and removal date.

Signs may not be hung without proper approvals. Attachments made without approval are illegal.



WASHINGTON TOWNSHIP

CLERK'S OFFICE
43 SCHOOLEY'S MTN. ROAD
LONG VALLEY, NJ 07853
(908) 876-3315

WASHINGTON TOWNSHIP BANNER REQUEST FORM

ORGANIZATION:	
ADDRESS:	
CONTACT NAME:	CONTACT PHONE:
EVENT:	EVENT DATE:
DATES REQUESTED FOR BANNER:	

Please attach the following:

- Morris County Board of Chosen Freeholder written approval for County Roads
OR Washington Township DPW written approval for Town Roads
- JCP&L and / or Verizon written approval

TOWNSHIP COMMITTEE APPROVAL DATE:
BANNER DATES APPROVED:
MUNICIPAL CLERK SIGNATURE:

Please notify the following agencies:

- Washington Township Zoning Department
 - Date Notified: _____
- Washington Township Police Department
 - Date Notified: _____
 - Name of Staff Notified: _____
- Washington Township Department of Public Works
 - Date Notified: _____
 - Name of Staff Notified: _____



POLE ATTACHMENT PERMISSION PROCEDURE

To Mayor And Council:

Permission to attach to utility poles must be obtained before installing the following pole attachments:

- HOLIDAY LIGHTING AND DECORATIONS
- HORIZONTAL BANNERS
- VERTICAL BANNERS/FLAGS

ALL ATTACHMENTS TO UTILITY POLES MUST BE PRE-APPROVED BY BOTH JERSEY CENTRAL POWER & LIGHT AND VERIZON PRIOR TO ANY INSTALLATION.

Attachments made without permission are *illegal* and the parties attached are responsible for any damage to property or persons.

For more information contact:

Robin R. Alston-Santiago (732) 212-4261

Please inform all interested parties requesting permission to hang banners within your municipality of our requirements. The municipality must first approve all banner requests. An Insurance Certificate and Letter of Indemnification are required prior to any attachments. A detailed procedure will be provided to you after a written attachment request is received.

March 22, 2011

Municipal Clerk
Washington Township
43 Schooleys Mountain Road
Long Valley, NJ 07853

RE: POSTING SIGNS & BANNERS ON UTILITY POLES.

To Mayor and Council:

New Jersey State Statue 27:5-9, prohibits the placing of signs (political or otherwise) on public utility poles. Section 27:5-9f states, "A sign may not be painted, drawn, erected or maintained upon trees, rocks, other natural features or public utility poles."

In addition, Section 27:5-23 states, "It shall be the **duty** of all departments of State or local government and all county and municipal officers charged with the enforcement of State and municipal laws under the direction of the commissioner to **assist in the enforcement** of the provisions of this act and the orders issued, or rules or regulations adopted pursuant to this act. The Superintendent of State Police in the Department of Law and Public Safety and the Chief of Police of any municipality are **authorized and charged** under the direction of the commissioner **to enforce** the provisions of this act and any rules or regulations adopted pursuant thereto."

Section 27:5-16 prescribes penalties ranging from \$50 to \$500 for each offense. Each day of the violation may be deemed to be a separate offense.

Aside from being illegal, these signs pose a safety hazard to utility workers. Not only do the signs often prevent them from being able to physically climb the pole; but nails, staples, etc. could cause injury to utility workers or could jeopardize the integrity of safety equipment (gloves) that may unknowingly be punctured by these staples and nails.

We encourage local municipalities to actively enforce this law and educate their residents. If you would like a copy of the statute or if you have any questions, please do not hesitate to call me at (732) 212-4261.

Sincerely,
Robin R. Alston-Santiago

Robin R. Alston-Santiago
Advanced Distribution Specialist
Joint Use

RECEIVED

MAR 24 2011

WASHINGTON TOWNSHIP

SAMPLE LETTER TO
BOARD OF CHOSEN FREEHOLDERS

Date

Susan Allard, Clerk of the Board
Morris County Board of Chosen Freeholders
County Administration Building
PO Box 900
Morristown, New Jersey 07963-0900

Dear Ms. Allard:

[Name of Organization] is requesting to hang a banner across County Route 510 between Cold Hill Road and Kennaday Road from *[Dates Requested]*. The banner will advertise *[Description or Name of Event]*.

Thank you for your attention to this matter.

Sincerely,

*[Include address/ fax number
where response should be sent]*