

**Draft**  
**Signage Policy for CPA-funded Projects**  
**For awarded funds 1/1/22 or after**

**Non-Construction Projects:** No signage required for a CPA funded non-construction projects (i.e. studies, testing or other pre-development costs).

**Construction Projects**

**Temporary Signage During Construction:** All construction projects will require CPA signage to be installed at the project site once the building permit has been approved. Sign to remain on site for 3 months following project completion. Sign size and cost responsibility is based on the total project cost (not CPA award):


- *Up to \$50,000 total project cost* - Yard sign to be provided by the City. Please see CPC admin to arrange pick-up of sign
- *\$50,001 - \$100,000 total project cost* - Sign to be provided by the City. Size of sign (yard, 18"x24", 4'x4' or a-frame) will depend upon sizes available at the time. Please see CPC admin to arrange pick-up of sign
- *\$100,001+ total project cost* – Sign (minimum size of 4'x4') may be provided by the City, if available. If no signs are available, sign to be provided by project proponent with cost included in overall project cost. Final sign design to be reviewed by CPC admin prior to fabrication. Acknowledgement of all project funding sources may be included on the sign.

**Permanent Signage Following Construction:** For construction projects that receive \$100,000 or more in CPA funds *AND* whose total project cost exceeds \$500,000, a permanent sign or plaque (minimum of 12"x12") acknowledging CPA funding is required for a minimum of 5 years. Such signage shall not be funded with CPA funds. Final sign design and location to be reviewed by CPC admin prior to fabrication. Acknowledgement of all project funding sources may be included on the sign.

## Sample Sign Template

### During Construction

# Salem CPA at Work




This project receives funding assistance from  
the Residents of Salem through the  
**Community Preservation Act**

City of Salem  
~ Community Preservation Committee ~  
[www.salem.com/community-preservation-committee](http://www.salem.com/community-preservation-committee)

### Permanent

# Salem CPA at Work



This historic resource received funding  
assistance from the Residents of Salem through  
the  
**Community Preservation Act**

City of Salem  
~ Community Preservation Committee ~  
[www.salem.com/community-preservation-committee](http://www.salem.com/community-preservation-committee)

The term “historic resource” is to be replaced with an appropriate name based on the type of project (i.e. recreational resource, park, affordable housing project, open space project, etc.) or with the actual site name (i.e. the John Smith House).