

**BOROUGH OF HATBORO
414 SOUTH YORK ROAD
HATBORO, PA 19040**

SIGN PERMIT APPLICATION

Application is made for a permit To ERECT or RENEW a sign _____.

Fill-in description below and attach plans showing size and placement

TEMPORARY SIGN = 30 DAYS OR LESS

PERMANENT SIGN = 31 OR MORE DAYS

ADDRESS WHERE SIGN IS TO BE INSTALLED _____

ZONING DISTRICT _____

APPLICANT _____

APPLICANT'S TELEPHONE _____

APPLICANT ADDRESS _____

APPLICANT CITY, STATE, ZIP _____

INSTALLER _____

INSTALLER'S TELEPHONE _____

INSTALLER ADDRESS _____

INSTALLER'S CITY, STATE, ZIP _____

SIGN OWNER _____

SIGN OWNER'S TELEPHONE _____

SIGN OWNER'S ADDRESS _____

SIGN OWNER'S CITY, STATE, ZIP _____

Freestanding Parallel Projecting Non-Stationary Movable Roof

Not lighted Direct Illumination Indirect Flashing Festoon Lighting

Contractor's Sign REMOVE 30 DAYS AFTER WORK

Realty Sign REMOVE 30 DAYS AFTER SALE

_____ X _____
SIZE OF SIGN

_____ SF
SQUARE FOOTAGE OF SIGN

_____ LF
Lineal foot along front lot line

_____ LF
Lineal foot along second street frontage if corner property

PERMIT APPROVED FOR THE ABOVE SIGN: _____

ZONING OFFICER

DATE _____

SEE ATTACHED DRAWINGS AND DETAIL

NOTE: Plans must show construction details for signs larger than 15 SF

NEW Sign Permit Procedures

When applying for a NEW sign permit each application must be completed in its entirety AND have the following attached:

When you are replacing an existing sign use the checklist entitled "Existing Sign Permit Procedures".

- 1) **Site plan to scale with dimensions and information as follows:**
 - a) Scale to be no greater than 1 inch = 20 ft
 - b) Show entire property including front, side, and rear yards
 - c) Property lines along the street (street frontage)
 - d) Street lines (face of curbs or edge of paving if no curbs)
 - e) Distance from street centerline to street line (curb or edge of paving)
 - f) Right-of-way lines (ultimate right of way)
 - g) Line-of-sight triangle lines (at intersections, see land development book figure IV-3 for guidelines)
 - h) Locate sign on plan
- 2) **Detail drawings showing:**
 - a) Elevation drawing showing actual sign with lettering and artwork
 - b) Label the colors
 - c) Dimensions of sign including frame
 - d) Dimensions of the support structure if not mounted directly on the building
 - e) Mounting details if mounted on wall
 - f) Dimensions of the actual sign area excluding any structural frame
 - g) Total height of sign from ground or (from roof surface if mounted on roof)
 - h) Height to bottom of sign from ground
 - i) Projection from building
 - j) Plan view of sign
- 3) **Acknowledgment in writing from property owner/landlord for permission to erect each of the signs depicted.**
- 4) **Proof of zoning relief, if so indicated.**
- 5) **Name, address, and telephone number of the sign installation company.**

All contractors must be registered with the Borough.

Show location and size of all existing signs remaining on this property. All signs on this property must be included even if they are not your signs. The square footage of all signs on this property must be known to be able to complete any sign permit. Signs in windows and on doors must be included in all sign permits and calculations. A copy of the sign ordinance is available for a fee from this office.

DO NOT REMOVE ANY EXISTING SIGNS; ORDER ANY NEW SIGNS, NOR ERRECT ANY SIGNS UNLESS A PERMIT HAS BEEN ISSUED BY THE ZONING OFFICER.

