

NORTH CORNWALL TOWNSHIP SIGN PERMIT APPLICATION FORM

NORTH CORNWALL TOWNSHIP 320 S, 18th STREET, LEBANON, PA 17042
 PHONE: 717-273-9200 FAX: 717-274-0466 WEBSITE: www.nctown.org

SIGN PERMIT # _____

Date Received: _____ Received by: _____

NAME OF APPLICANT: _____ **PHONE:** _____

MAILING ADDRESS: _____
Street City State Zip

CONTACT PERSON: _____ **EMAIL:** _____

NAME OF PROPERTY OWNER: _____ **PHONE:** _____

PROPERTY ADDRESS: _____
Street City State Zip

CONTACT PERSON: _____ **EMAIL:** _____

SIGN PLACEMENT PROPERTY ADDRESS:

_____ Street Address of Sign Placement City State Zip

SIGN CONTRACTOR(S): All contractors on this permitted sign project must complete the required contact information on page (4).

INFORMATION REQUIRED WITH THIS APPLICATION

3 SETS of SITE PLANS and 3 SETS of DRAWINGS to scale, showing exact wording, logos, and dimensions. Show location of all existing and/or new signs on property, building, etc. Show all streets, intersections, and adjacent properties. See additional information pages with this application form.

WALL SIGN: SIGN #1 HEIGHT _____ WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____
 SIGN #2 HEIGHT _____ WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____
 SIGN #3 HEIGHT _____ WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____

POLE SIGN: FACE HEIGHT _____ FACE WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____

OVERALL POLE SIGN HEIGHT _____

MONUMENT SIGN: HEIGHT _____ WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____

OTHER SIGN TYPES: HEIGHT _____ WIDTH _____ TOTAL SQ. FEET _____ SIGN COST \$ _____

Additional sign information can be listed on supplemental sign form pages

TOTAL SIGN COSTS: \$ _____

SIGN APPLICATION FEE SECTION – To be completed by the Township.

A non-refundable sign permit application fee will apply for the Zoning Officer's administrative duties, inspection and review of plans and drawings, up to one (1) hour.

Non-Refundable Application Fee: \$150.00

Additional hourly time fee required by the zoning officer, to review the plans, drawings, or conduct a site inspection: \$ _____

The administration and permit fees shall be based on the following value of TOTAL sign construction costs:

(I) \$1000.00 or less: \$50.00 (II) \$1001.00 or more: \$50.00 plus \$15.00 per each additional thousand dollars.

Administration & Permit Fee: \$ _____

TOTAL FEES: \$ _____

[\$150 Application Fee Paid: CK# _____ Date Paid _____]

[Balance Due: Amt \$ _____ CK# _____ Date Paid _____]

All Township Zoning Officer and Administration Fees cover all the costs related to the sign permit application process, which includes the Township's costs of zoning officer & staff time, processing, research, reviews, document filing, meetings with the applicants, etc.

To be completed by the Applicant

Please complete all applicable information required for the type of sign installed.

*Number of existing signs on lot: _____ *Type of existing signs on lot: _____
*Total footage of all existing signs: _____ *Nature of Work: ___ New Construction ___ Repair *Will signs be removed: _____
*Lot's Linear Street Frontage: _____ *Building Frontage Facade Width: _____ Height: _____
*Will this sign be illuminated: _____ *Type of Sign Illumination: ___ Internally ___ Indirectly ___ Dynamic Message Display
*Sign front lot setback: _____ (feet from road right-of-way) *Rear lot setback: _____ (feet) *Each side lot setback: _____ / _____ (feet)

Application form and supporting documents which do not have ALL the required information or is incomplete will be returned to the applicant for correction. All pole signs will require an engineer's sealed drawings.

To be completed by the Township's Zoning Officer

The proposed sign work and use: ___ Complies ___ Does not comply with the Sign Ordinance.
A Variance / Special Exception / Appeal was granted in ZHB Case No. _____
A permit for this sign work is hereby ___ GRANTED ___ REFUSED on this _____ day of _____, 20_____.
This permit expires on this _____ day of _____, 20_____.
Zoning District _____ North Cornwall Township ZONING OFFICER: _____

REQUIREMENTS FOR ALL SIGN PERMIT APPLICATIONS

1. Have you completed all the above applicable sections of this Sign Application? ___ YES ___ NO
2. If applicable, have you completed all zoning, land development, storm water management, highway occupancy, and any water or sewer requirements? ___ YES ___ NO
3. Have you submitted a drawn to scale site plan include the following?
All property lines and setbacks, public streets, right-of-ways, sidewalks, public and private easements, all existing and proposed buildings, proposed improvements, driveways, swimming pools, sheds, and any other accessory structures.
___ YES ___ NO
4. Any lot which contains a recorded easement or right-of-way MUST have the following note on the site plan:
"Nothing shall be placed, planted, set, or installed within the area of the easement that would adversely affect the function of the easement of conflict with the easement agreement." Does this apply to this sign location?
___ YES ___ NO
5. Have you provided information on the sign mechanical, electrical, construction, and installation work to be completed, including any shop drawings? ___ YES ___ NO
6. Have you provided three (3) sets of all documents, including site plans? ___ YES ___ NO
7. Have all the required contacts been listed on the contact information page (4)? ___ YES ___ NO

8. Have you chosen which UCC Inspector to inspect this sign project? _____ YES _____ NO

TOWNSHIP'S UNIFORM CONSTRUCTION CODE (UCC) INSPECTORS

Associated Building Inspections or Commonwealth Code Inspection Service

If Yes, please list the Inspector below.

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- All signs, hardware, materials, and work must meet all the current UCC regulations, or any other current state, federal, or international building codes, pertaining to this project, and as required, any architect or engineer certifications. Contact your UCC Inspector directly for all the required construction and building code requirements, or any questions you may have regarding your project or inspection cost.
 - Applicant or applicant's contractor is responsible for contacting the UCC Inspector and scheduling on-site inspections.
 - All UCC Inspection fees are paid by the applicant directly to their UCC Inspector.

Failure to comply with the required submission and completion of this sign permit application may result in a delay of issuance of a sign permit.

STEP BY STEP SUBMISSION AND APPROVAL PROCESS

Step 1

After review of all Sign Permit Application submitted forms, and payment of the zoning officer review fee, the Township's Zoning Officer will review the application. Signs installations must meet all current Township Sign and Zoning Ordinances regulations. If approved, the application documents will be forwarded to the UCC Inspector. If the application is denied, the zoning officer will contact you to discuss the reason it does not comply.

Step 2

The UCC Inspector review process has up to 30 days to approve or disapprove the permit.

Step 3

Upon return of the sign application documents from the UCC Inspector to the Township Office, the total costs will be tallied and the applicant will be contacted and informed of the balance payment due, upon pick up of the permit at the Township Office.

Step 4

One set of the approved signed permit plans and attached documents will be returned to the applicant, with a sign posting permit card. The sign permit must be posted and visible from the public street or right-of-way. The approved set must remain on the job-site until final inspection and Certificate of Use and Occupancy has been issued.

I have read, understand, and agree to comply with the above information.

_____ **Signature of Applicant or Responsible Party**

_____ **Date**

North Cornwall Township

320 South 18th Street
Phone 717-273-9200

Lebanon, PA 17042
FAX 717-274-0466

Contractor Listing

Permit No. _____ Site Address _____

Sign Contractor

Business Name		
Contact		Telephone
Address		
City	State	Zip
Fax	Mobile	Pager

Electrical Contractor

Business Name		
Contact		Telephone
Address		
City	State	Zip
Fax	Mobile	Pager

General Contractor

Business Name		
Contact		Telephone
Address		
City	State	Zip
Fax	Mobile	Pager

Engineering Firm

Business Name		
Contact		Telephone
Address		
City	State	Zip
Fax	Mobile	Pager

Building Code Inspection Company (Firm selected as the inspector)

Business Name		
Contact		Telephone
Address		
City	State	Zip
Fax	Mobile	Pager