

# NORTH CORNWALL TOWNSHIP SIGN PERMIT APPLICATION FORM

NORTH CORNWALL TOWNSHIP 330 S 18<sup>th</sup> 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 to NCT: Amt \$ \_\_\_\_\_ CK# \_\_\_\_\_ Date Paid \_\_\_\_\_ ]

[ Balance Due to Inspection Co: ABI / CCIS 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 / Commonwealth Code Inspection Service*

If Yes, please list the Inspector below:

- 
- 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

330 South 18<sup>th</sup> 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