

**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: \_\_\_\_\_ DATE \_\_\_\_\_  
ZONING OFFICER

**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.**

## EXISTING 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 a New sign or location use the checklist entitled "NEW Sign Permit Procedures".

**1) Attach a copy of your original sign permit and a sketch of the replacement sign.**  
**OR**

**1) Include a 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
- i) Proof of zoning relief, if so indicated.

**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
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