

MILFORD TOWNSHIP – PO Box 366 Milford, PA 18337 – (570) 296-5540

SIGN PERMIT APPLICATION (PLEASE PRINT LEGIBLE)

PROPERTY OWNER: _____ PHONE#: _____

PROPERTY OWNERS ADDRESS: _____ CITY, STATE, ZIP: _____

PROPERTY OWNERS SIGNATURE: _____ TAX ID #: _____

APPLICANT'S NAME: _____ PHONE#: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

APPLICANT'S SIGNATURE: _____ EMAIL: _____

TENANT'S NAME: _____ PHONE#: _____

BUSINESS NAME: _____ FED I.D. #: _____

BUSINESS LOCATION: _____ SUITE #: _____

PREVIOUS TENANT'S BUSINESS NAME: _____

SIGN CONTRACTOR'S NAME: _____ PHONE#: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

SIGN INFORMATION: TYPE OF SIGN (SEE REVERSE SIDE FOR A LIST OF SIGN TYPES)

SIGN TYPE: _____ PREFERRED SIGN

LOCATION: PROVIDE A SITE PLAN AND/OR A GRAPHIC PRESENTATION OF THE PROPOSED SIGN SHOWN

SIZE: _____ x _____ HEIGHT ABOVE GRADE (FREESTANDING, GROUND OR POLE SIGN): _____ FT.

IS SIGN ILLUMINATED: YES _____ NO _____ TYPE OF ILLUMINATION: INTEGRAL EXTERNAL

INCLUDE SIGN PERMIT FEE PER ATTACHED FEE SCHEDULE, MADE PAYABLE TO: MILFORD TOWNSHIP

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ FEE RECEIVED: \$ _____ CK# _____

DATE PLOT PLAN RECEIVED: _____ DATE SIGN DRAWING RECEIVED: _____

DATE PREFERRED SIGN SUBMITTED TO PC: _____ DATE PREFERRED SIGN SUBMITTED TO BOS: _____

DATE OF BOS APPROVAL: _____ CONDITIONS: _____

PERMIT APPROVED PERMIT DENIED DATE: _____ PERMIT # _____

ZONING OFFICER: _____

APPLICANTS SHOULD REVIEW THE MILFORD TOWNSHIP ZONING ORDINANCE FOR COMPLETE DESCRIPTION OF SIGNS

Billboard- A free-standing off-premises sign of more than (50) square feet in surface area. See Section 411.7

Business or Institutional Identification Sign- A sign advertising an institution or identifying the business or profession of the owner or occupant of the property on which it is placed.

Canopy and Awning Sign- A sign integrated into a canopy or awning and not extending above the structural wall of the building to which it is attached.

Commercial Directory Sign- A combination, on a single structure not exceeding eight (8) feet in height, of a ground sign identifying a business complex with other smaller uniform signs listing services or businesses on the property. Such signs shall replace any free-standing signs which the advertisers would otherwise have a rights to place on the property and not use more than twenty (20) square feet on each side to identify a specific business or service.

Contractor Sign- A sign of a builder, contractor, mechanic, painter or other artisan which is erected and maintained during the period such persons are working on a property and immediately removed when the work is complete.

Electronic Message Signs- See Zoning Ordinance, Section 411.8

Farm Products Sign- A temporary sign advertising the availability of fresh farm products largely produced on premises and displayed only when such products are on sale.

Free-standing Sign- A pole sign or ground sign.

Ground Sign- A separate sign rising up from a ground foundation and not over eight (8) feet in height from average ground level to the top of the sign.

Home Occupation Sign- A sign located in a residential area which only serves to direct persons to goods or services legally offered on the premises.

Incidental Commercial Sign- An advertising sign of no more than two (2) square feet in sign area on which is located a simple message directed only to persons on the lot, such as a gas pump sign, credit card sign or pricing sign placed in a window or on a door.

Marquee Sign- A permanently placed free-standing or wall sign with manually or electronically changeable copy used to advertise movies or other regular changing entertainment.

Neon Sign- A sign that is illuminated using colored gases or liquids circulating through glass or plastic tubing.

Off-premises Advertising Sign- A sign advertising a business, product, service, commodity or activity located off the premises on which the sign is located, not including business and institutional identification signs otherwise permitted.

Pole Sign- A sign supported by pole(s) as a separate structure.

Portable Sign- A sign not permanently attached to the ground or a structure or designed to be transported, including signs on wheels or any other movable device or vehicles.

Preferred Sign Standards- See Zoning Ordinance, Section 411.5

Real Estate Sign- A sign which advertises the availability of land, buildings or spaces within buildings as being for sale or rent and which is immediately removed upon the completion of a sale or lease.

Roof Sign- A sign painted on or attached to a roof or extending by any means, including the use of canopies, porches or artificially heightened walls, above the structural wall of a building.

Sandwich Board Sign- An A-frame shaped portable sign with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign and which is placed so as to sit on the ground.

Temporary Signs or Event Advertising Banners- Signs of twenty-four (24) square feet or less in surface area which advertise a particular event and which are constructed of plastic, vinyl, cloth, cardboard or other material which is not designed for the elements for any extended period of time. 2- signs, total 24 sq. ft.(both sides combined) 45 days per event, 4 annually.

Traffic Directional Sign- An informational sign on which is located a simple directive incident to the main use of a lot and directed only to persons on the lot such as a "no parking" sign.

Trespassing Sign- A sign fastened to tree and poles with nails or staples and typically made of paper, plastic or a malleable metal to indicate lands are private and no trespassing is allowed.

Wall Sign- A sign painted on or attached flush with a structural wall of a building, including window signs occupying more than 25% of the window or door surface.

Window Sign- A sign which is attached to a window or door or positioned in such a manner that its sole purpose is to communicate with persons on the outside of a door or window.

SIGNS

All Signs unless separately listed below	\$100.00
Temporary Signs & Banners	\$ 75.00 + \$100.00 Bond
Home Occupation Sign	\$ 75.00
Preferred Signs	\$150.00
Off-premises Signs	\$200.00
Billboard	\$400.00
Zoning Officer preliminary Opinion (section 916.2 of the MPC)	\$750.00 plus advertising cost
On-site meetings per hour	\$75.00
Official Determination/report from Zoning Officer	\$25.00
Copy of official Zoning map	\$10.00
Copy of Zoning Ordinance	\$25.00

All fees are non-refundable once the application review process has been started. This includes request for additional information of determination of an incomplete application!