SIGN APPLICATIONS

THIS INFORMATION IS REQUIRED IN ORDER TO PROCESS A SIGN APPLICATION.

- ZONING PERMIT APPLICATION – FEE IS $35.00 (EXACT CASH OR CHECK)
- THREE COPIES OF COLOR SCHEME OR COLOR COPIES
- COPY OF APPROVED SITE PLAN SHOWING LOCATION OF ALL SIGNAGE
- LETTER OF APPROVAL FROM OWNER OF PROPERTY GIVING PERMISSION TO PERFORM THE WORK
- **IF THE SIGN IS PERMITTED BY VARIANCE** THE APPLICATION MUST ALSO INCLUDE ONE ORIGINAL AND TWO COPIES OF THE APPROVED SIGN PLAN SIGNED BY THE BOARD PLANNER

A CONSTRUCTION PERMIT SHALL NOT BE REQUIRED FOR A SIGN THAT MEETS **ALL** OF THE FOLLOWING CONDITIONS.

- IT IS SUPPORTED BY UPRIGHTS OR BRACES IN OR UPON GROUND SURFACE
- IT IS NOT SERVED BY AN ELECTRICAL CIRCUIT DIRECTLY CONNECTED TO THE SIGN
- IT IS NOT GREATER THAN 25 SQUARE FEET IN SURFACE AREA (ONE SIDED)
- IT IS NOT MORE THAN SIX FEET ABOVE THE GROUND (MOUNTED HEIGHT).

THE CONSTRUCTION OFFICIAL SHALL HAVE AUTHORITY TO REQUIRE THE REMOVAL OF ANY SIGN THAT CREATES AN UNSAFE CONDITION OR OTHERWISE TO REQUIRE CORRECTION OF ANY SUCH CONDITION

IF A CONSTRUCTION PERMIT IS REQUIRED, THE FOLLOWING INFORMATION SHALL BE SUBMITTED ALONG WITH THE ZONING INFORMATION

- FREE STANDING/MONUMENT SIGNS MUST HAVE TWO (2) SETS OF SIGNED & SEALED DRAWING BY A LICENSED NEW JERSEY ARCHITECT OR ENGINEER
- SCHEMATIC OF ELECTRIC (2 SETS)
- CONSTRUCTION JACKET
- BUILDING TECHNICAL FORM
- ELECTRICAL TECHNICAL FORM IF ILLUMINATED
- SQUARE FOOTAGE OF SIGN ON BUILDING TECHNICAL
- SHOW WIND SPEED OAD OF AT LEAST 115 MPH FOR DESIGN