

BOROUGH OF COLLINGSWOOD  
**FREE STANDING SIGN**  
APPLICATION FOR PERMIT

NAME OF BUSINESS \_\_\_\_\_ OWNER \_\_\_\_\_  
ADDRESS OF BUSINESS \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

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NAME OF SIGN INSTALLER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS OF BUSINESS \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

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NAME OF PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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BLOCK \_\_\_\_\_ WAS THERE A VARIANCE # \_\_\_\_\_  
LOT \_\_\_\_\_ DATE OF VARIANCE \_\_\_\_\_  
ZONE \_\_\_\_\_ NAME OF PREVIOUS BUSINESS \_\_\_\_\_

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LOCATION OF SIGN ON PROPERTY \_\_\_\_\_

TEXT APPEARING ON SIGN:  
LINE 1: \_\_\_\_\_

MATERIALS OF SIGN \_\_\_\_\_

LETTERING HEIGHT \_\_\_\_\_ INCHES

LINE 2: \_\_\_\_\_

DIMENSIONS OF SIGN:  
HEIGHT \_\_\_\_\_ FEET  
WIDTH \_\_\_\_\_ FEET  
TOTAL \_\_\_\_\_ SQ.FEET

LETTERING HEIGHT \_\_\_\_\_ INCHES

LINE 3: \_\_\_\_\_

LETTERING HEIGHT \_\_\_\_\_ INCHES

MATERIALS OF POSTS \_\_\_\_\_  
HEIGHT OF POSTS \_\_\_\_\_ FEET

CHANGEABLE COPY: ( YES / NO )

**NO PHONE NUMBERS OR WEB SITES PERMITTED ON SIGNS - NO INTERNAL ILLUMINATION OR NEON.**

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FOR A NEW SIGN, ATTACH A PLOT PLAN SHOWING:

- SITE RELATED DIMENSIONS INCLUDING PROPERTY & BUILDING MEASUREMENTS
- STRUCTURAL DESIGN DIAGRAM TO INCLUDE HOW SIGN IS TO BE SUPPORTED IN THE GROUND (FOOTING INFORMATION) & HOW SIGN IS ATTACHED TO THE POSTS OR POLE(S)
- IF LIT - METHOD OF ILLUMINATION AND INTENSITY OF LIGHT

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FOR ALL SIGNS, ATTACH THE FOLLOWING:

- A SCALE DRAWING OF THE SIGN:
- DIMENSIONS OF THE SIGN (TO INCLUDE THE SIZE & FONT OF ALL LETTERING)
- COLOR SCHEME (TO INCLUDE DESCRIPTION OR SAMPLES OF THE MATERIALS BEING USED – I.E. METAL, WOOD, PAINT, VINYL ETC.)
- MESSAGE ON EACH SIGN FACE
- PHOTO OF THE SITE WITH NORMAL LENS FROM APPROXIMATELY 40 FEET
- WRITTEN APPROVAL FROM THE OWNER

**I CERTIFY THE STATEMENTS AND INFORMATION  
CONTAINED IN THIS APPLICATION ARE TRUE AND  
ACCURATE.**

**DATE** \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_  
**SINATURE OF PROPERTY OWNER APPROVING THE SIGNS**

TAXES & FEES PAID \_\_\_\_\_  
ZONING APPROVAL PERMIT ISSUED FOR THE BUSINESS # \_\_\_\_\_

**ONCE THE SIGN IS APPROVED A BUILDING PERMIT IS REQUIRED**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_

THIS ACTION IS CONDITIONED ON THE INFORMATION PRESENTED BEING  
TRUE AND ACCURATE.

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ZONING OFFICER

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DATE REVIEWED BY JOINT LAND USE BOARD \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
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**THANK YOU**