

SIGN APPLICATION

DATE _____

SIGN PERMIT CODE OF THE BOROUGH OF MILFORD	OFFICE OF CODE ENFORCEMENT BOROUGH OF MILFORD 111 W. CATHERINE STREET MILFORD, PA 18337 PH# (570) 296-7140	Fee: \$100.00 Unless this sign is applied simultaneously with other signs under the Zoning Ordinances, then no fee is required.
Business Name _____	Property Owner _____	No fee required ()
Business Owner _____ PH# _____	Property Owner PH# _____	Fee paid in cash ()
Business Address _____		Fee paid by check () Check # _____

CHECK REQUESTED SIGN: () A-FRAME SANDWICH BOARD SIGN OR () EASEL SIGN

Provide the following information for an A-frame sandwich board sign:

1. Height in inches _____ Width in inches _____
2. Is there a lawn directly in front of the entrance to the business? () Yes () No
3. Is there a pre-existing landscaped area directly in front of the entrance to the business? () Yes () No
4. Could the A-frame sandwich board sign fit within the pre-existing landscaped area? () Yes () No
5. Has a plot plan been submitted indicating the location of this A-frame sandwich board sign? () Yes () No
6. Has the Code Enforcement Officer reviewed the plot plan for this sign? () Yes () No

I hereby certify that the statements contained herein are true to the best of my knowledge and belief.		
Applicant's Signature _____	Approved By _____	Date Approved _____

PLOT PLAN FOR THE PLACEMENT OF AN A-FRAME SANDWICH BOARD
A-FRAME SANDWICH BOARD SIGN PERMIT REQUIREMENT

Business Name: _____

Business Address: _____

Plot Plan Prepared By _____ Date Prepared _____

Plot Plan Approved By Code Enforcement Officer (☐) Yes (☐) No

Signature Code Enforcement Officer _____ Date _____

Procedures for completing the plot plan. Tools needed: pencil & tape measure. First, measure from the street side of the curb, across the curb, across the verge, and onto the sidewalk till the tape reads 8 feet; draw a line on the sidewalk at that 8 feet measurement. Second, from the line on the sidewalk measure to the front wall of your building, if there is more than 5 feet, then a sign may be allowed. The sign's width is determined by subtracting 5 feet from the measured distance between the 8 feet mark on the sidewalk and the front wall of your building. There must always be 5 feet of unobstructed sidewalk between your sign and the verge.

For example if the measurement from the 8 feet mark on the sidewalk to the front wall of your building is 7 feet, then your sign may only be 2 feet or 24 inches wide and must be placed against the front wall of your building, which leaves 5 feet of unobstructed sidewalk.

street or alley name fronting business
curb
verge
sidewalk
business' front wall

EXAMPLE PAGE

SAMPLE PLOT PLAN FOR A-FRAME SANDWICH BOARD SIGN

Business Name: Doe's Donut Emporium

Business Address: 215 Anywhere Street, Milford, PA

Plot Plan Prepared By: John Doe Date Prepared: 4/15/2015

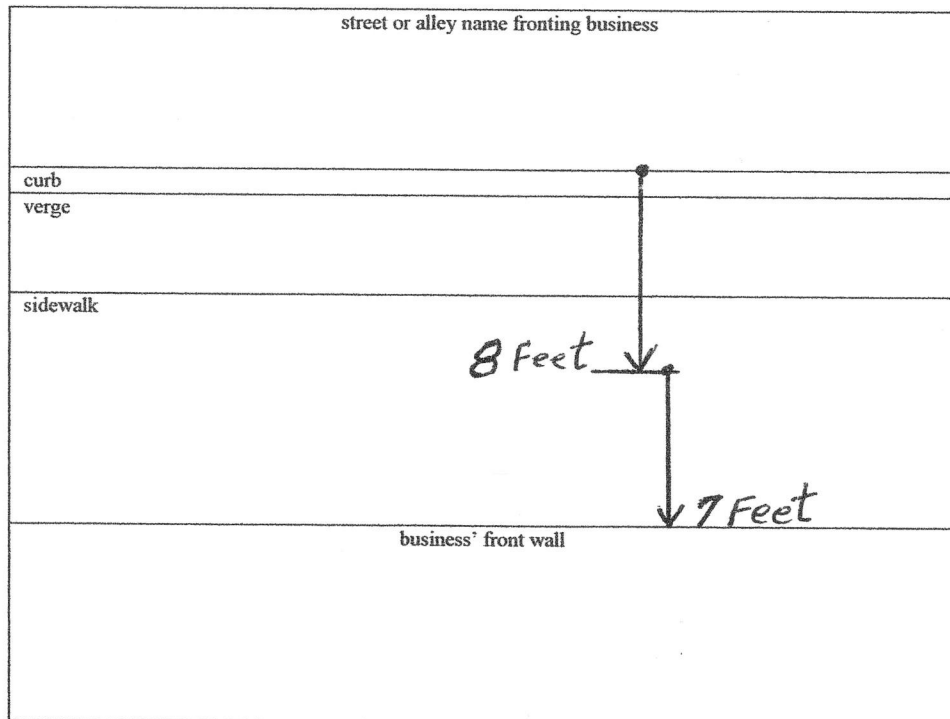
Plot Plan Approved By Code Enforcement Officer (☒) Yes (☐) No

Signature Code Enforcement Officer _____ Date: 4/17/15

Procedures for completing the plot plan. Tools needed: pencil & tape measure. First, measure from the street side of the curb, across the curb, across the verge, and onto the sidewalk till the tape reads 8 feet; draw a line on the sidewalk at that 8 feet measurement. Second, from the line on the sidewalk measure to the front wall of your building, if there is more than 5 feet, then a sign may be allowed. The sign's width is determined by subtracting 5 feet from the measured distance between the 8 feet mark on the sidewalk and the front wall of your building. There must always be 5 feet of unobstructed sidewalk between your sign and the verge.

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EXAMPLE DRAWING SHOWN BELOW



EXAMPLE PAGE