

ELIZABETHTOWN BOROUGH SIGN PERMIT APPLICATION

PART 1

Signs may be erected and maintained only when in compliance with the provisions of this Part and all other ordinances and regulations relating to the erection, alteration or maintenance of signs and similar devices. A sign shall be any structure or device for visual communication that is used for the purpose of bringing the subject thereof to the attention of the public.

TYPE OF SIGN

Business Awning Sign - A sign painted on or attached to the cover of a metal, wooden, or canvas frame of a structural overhang, whether movable, hinged, rolling, folding, stationary or permanent.

- One per awning
- Maximum 24 sq. ft.
- Minimum of 7 ft. in height
- Permitted in all districts except R-2 and R-3
- Awning signs shall not project beyond the awning itself and shall be at least 7 ft. above the curb or sidewalk.

Awning signs shall include the name, number and/or logo of the business only.

Business Freestanding Sign - A sign intended to advertise a business, a nonprofit organization, or any other use. An individual business freestanding sign is on a self-supporting post or frame not attached to any building, wall or fence but in a fixed location. This sign does not include advertising, real estate signs, directional signs, sidewalk signs or other temporary or portable signs.

- One per use or lot, whichever is fewer.
- Maximum 80 sq. ft in all zones, except Central Business District, Mixed Use and R-3
- Maximum 24 sq. ft in the Central Business District, Mixed Use and R-3
- Maximum 6 sq. ft for non-profit organization signs
- Maximum height of 25 ft. in all districts except R-1 and R-2.
- 6 sq. ft for non-profit organization signs
- No individual business freestanding sign shall project to a point nearer than 12 feet from the edge of the paved roadway, unless said distance obstructs the view of pedestrian or vehicular traffic, in which case further setback will be required. No support for any freestanding sign shall be located nearer than 12 feet to the property line. The sign shall not be placed in a public right-of-way without the consent of the Borough and the owner of the property.

Business Projecting Sign - A sign to advertise a business or use, that is wall-mounted and perpendicular to the building surface.

- One per business
- Maximum 24 sq. ft including any bracket or mounting hardware
- Maximum height of 25 ft.
- Permitted in all districts except R-1 and R-2.
- Projecting signs shall be located upon a building so that the lower edge is a minimum of 10 feet above grade. Signs may project a maximum of 10 feet from the building wall, providing that no sign shall project to a point nearer than 3 feet from the edge of the paved roadway in the CBD.

Business Roof Sign - A sign to advertise a business or use, erected upon a roof of any building or structure or part thereof, including the trim attached to the roof.

- One per business
- 80 sq. ft or 15% of the wall area, whichever is less
- Maximum height of 25 ft.
- Permitted in all districts except Central Business District, Mixed Use and all residential districts.
- No roof sign shall be placed upon the roof of any building that will prevent the free passage of one part of the roof to the other or interfere with any openings in such roof. No sign erected upon the roof of any building shall project beyond the edges of said roof in any direction. Roof signs may extend above the roof or top of wall a distance equal to ½ the height of the wall or 15 feet, whichever is the lesser height.

Business Wall Sign - A sign to advertise the business or use, painted on or affixed to and paralleling the outside wall of a building and extending no more than 12 inches from such wall. Murals are considered as individual business wall signs.

- Unlimited in number
- 40 sq. ft. or 15% of the wall area on which the sign is to be erected
- Maximum 25 ft. in height
- Permitted in all districts except R1 and R-2
- Wall signs shall not project more than 12 inches from the building wall and must be located so that the lower edge is a minimum of 8 feet above grade. Wall signs projecting less than 4 inches from the building wall shall be excluded from this requirement. Placement of such signs shall not obscure architectural features of the building, including but not limited to cornices, lintels, and transoms to which the sign is attached.

Business Window Sign - A sign advertising the business, products on display within the business and/or the use, which is painted or mounted onto a windowpane, or which is hung directly inside the window, for the purpose of identifying any premises from the street or sidewalk.

- Unlimited
- Individual business signs shall not cover more than 90% of window area
- Permitted in all districts except R-1 and R-2
- Window signs shall be limited to the advertisement of the business conducted within the premises. Window signs painted on the outside of the glass surface shall be maintained in good repair. Temporary window signs advertising sales, promotions, or communitywide activities are exempt from these regulations. The window used for the sign must be used and occupied by the individual business.

Advertising and Real Estate Sign - To display information regarding any contractor or other service or business performing work on a lot or premises provided that such sign is removed immediately after the work is completed; or to relate information regarding a lot or property for sale, lease or rent, excluding real estate directional signs.

- One per contractor or realtor
- Maximum 6 sq. ft.
- Maximum height of 5 ft.
- Advertising signs shall be removed promptly upon completion of the work. Real estate signs shall be removed within 10 days of final sale or rental.

Billboard Sign - Defined the same as an individual business freestanding sign.

Development Signs - A sign advertising the development of a premises, tract or property by a builder, developer or contractor or other party interested in such sale or development.

- Two per development
- Maximum of 20 sq. ft.
- Maximum height of 8 ft.

Directional Sign (*Except for real estate signs*) - A sign indicating the direction or location of premises. Also included are real estate directional signs, which indicate the direction or location of a property for sale or lease, including signs for special real estate-related events such as tours or open houses or similar events.

- One per lot
- Maximum 6 Sq. ft.
- Maximum height of 10 Ft.

The sign shall not be placed in a public right-of-way without the consent of the Borough and the owner of the property. Real estate directional signs intended to direct the public to a property that is for sale or lease and located off the premises that is for sale or lease are prohibited. One real estate directional sign may be placed off premises and 1 real estate directional sign may be placed on premises for open house events or similar special events, subject to the following conditions: the real estate directional sign(s) cannot be erected more than 48 hours before the special event or open house and must be removed within 1 hour after the close of the special event or open house. No industrial, commercial or business establishment shall erect, place, install or maintain more than 3 signs within the Borough. No more than 3 such signs may be placed at any 1 corner of an intersection. No such sign may be erected, placed, installed or maintained without the permission of the owner of the real property involved.

Electronic Message Center Sign - A sign that repetitively indicates the time, temperature, and date.

- One per lot
- Maximum 80 Sq ft. except Central Business District is 24 Sq ft. Not permitted in Districts R-1, R-2 and R-3.
- An electronic message center sign, including a message in lights that displays a message other than only time, date and temperature, shall not rotate the message less than once every 30 seconds.

Flashing Sign - A sign whose illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction or animation. Flashing signs shall include signs which blink on or off, strobe lighting and the like. Electronic message center signs are not flashing signs.

- One per use or lot, whichever is fewer
- Permitted only in the Commercial District
- Sq. ft. and height must meet the requirements of freestanding, wall, or projecting signs, whichever applies within the commercial zone.

Home Occupation Sign - A sign that advertises a business, occupation, or activity conducted within a residential dwelling or unit.

- One per use or lot, whichever is fewer.
- Maximum of 2 sq ft.
- Maximum height of 8 ft.
- Permitted in R-2, R-3, Central Business District and Mixed-Use Districts
- No signs are permitted for no-impact home occupations. No internally lit signs are permitted. Signs permitted for home occupations shall include only the name, occupation, or use conducted within the structure.

PLEASE PRINT ALL INFORMATION CLEARLY

PART 2

PROJECT INFORMATION

Location (Street Address): _____

Property Owner: _____

Owner's Address: _____

Owner's Phone Number: _____

Owner's Email: _____

APPLICANT'S INFORMATION Property Owner is the applicant: ☐ Yes ☐ No

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

TYPE OF SIGN

☐ Business Awning Sign ☐ Business Freestanding Sign ☐ Business Projecting Sign ☐ Business Wall Sign

☐ Advertising and Real Estate Sign ☐ Business Window Sign ☐ Electronic Message Center Sign ☐ Flashing Sign

☐ Development Signs ☐ Directional Sign ☐ Billboard Sign ☐ Home Occupation Sign

SIGN DETAILS

Overall Dimensions of Sign: _____ Total Square Footage: _____

Will the sign be electric? ☐ Yes ☐ No

REQUIRED ATTACHMENTS:

Please include a drawing that shows:

- The exact wording to appear on the sign
- The proposed location of the sign on the property, including its position relative to the building and property lines
- A description of the sign, including materials and construction details
- The method and manner of installation

Note: If the applicant is not the property owner or lessee, written authorization from the owner or lessee must be provided.

PART 3

CONTRACTOR'S INFORMATION AND PROJECT COST

The **Principal Contractor** is responsible for ensuring that all subcontractors involved in this project comply with Pennsylvania's requirements for **Workers' Compensation Insurance Coverage**. (Please print clearly)

Principal Contractor Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PA Contractor Registration Number: _____

Subcontractor Name: _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Architect/Engineer Name: _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Proof of Insurance:

All contractors and subcontractors are required to submit current proof of insurance with their application. Self-employed individuals must also complete the Workers' Compensation Affidavit.

PROJECT COST

Fair Market Value of Completed Project: \$ _____

This amount must reflect the total cost of all materials, supplies, equipment, and labor required to complete the project. Please attach written estimates or contractor quotes to support the stated project value.

PART 4

PROOF OF INSURANCE

All contractors and subcontractors are required to submit current proof of insurance with their application. Self-employed individuals must also complete the Workers' Compensation Affidavit. The contractor's insurance agent can provide this information. Please attach it to the application or email it to: boro@etownonline.com.

WORKERS COMPENSATION AFFIDAVIT

I, _____ (Contractor Name), hereby affirm that I am self-employed and will personally perform all work associated with the project described in the attached permit application. I will not hire or employ any other individuals for this project.

I may utilize subcontractors, provided that each subcontractor supplies both myself and the Borough of Elizabethtown with either:

- A valid Certificate of Workers' Compensation Insurance, or
- A completed Workers' Compensation Affidavit.

If, after receiving zoning permits, I employ any additional individuals, I am required to notify the **Building Codes Official** at Elizabethtown Borough and submit the appropriate proof of coverage or affidavit **within three (3) business days**.

I understand that failure to comply will result in a **Stop Work Order**, which will remain in effect until proper coverage is provided, in accordance with §302(e)(4) of the **Pennsylvania Workers' Compensation Act** (Act of June 2, 1915, P.L. 736), as reenacted and amended on June 21, 1939; December 5, 1947; and July 2, 1993.

Contractor's Signature: _____ **Date:** _____

Clearly Print Contractor's Name: _____

PART 5

SIGNATURE AND ACKNOWLEDGMENT

By signing below, I certify that the project described in this application and any attached plot plans will be completed and the property used as stated. I acknowledge that it is my responsibility to identify the location of any drainage, stormwater, utility, or other easement restrictions affecting the property. I will not build, construct, erect, plant, assemble, or store any structure or materials within an easement. The Borough of Elizabethtown is not responsible for locating rights-of-way, property lines, or recorded restrictions.

I authorize designated Borough officials and their inspectors to enter the property to investigate, inspect, and examine the land and structures described in this application to verify compliance with the Construction Code and the accuracy of the information provided.

I understand that no excavation or construction may begin until the Borough issues a Construction Code Permit. By signing this application, I certify that all statements and supporting documentation are true and correct, and I acknowledge that this application is made to induce official action by the Borough. I understand that false statements may subject me to the penalties of 18 Pa. C.S. §4904 (unsworn falsification to authorities).

I acknowledge that issuance of a Borough Permit or Construction Code Permit is based on the representations in this application and that the Borough may revoke any permit if the use or structure violates applicable Borough, County, State, or Federal laws or regulations, or if the permit was issued in error or based on misrepresentations.

I accept responsibility for ensuring compliance with all applicable Borough ordinances during and upon completion of the permitted work. I understand, that if applicable, that a final inspection by the Construction Code Official and issuance of a Certificate of Occupancy are required before the permitted structure may be occupied, and that it is my responsibility to schedule the final inspection and obtain the Certificate of Occupancy prior to occupancy.

I understand that occupying or permitting occupancy before a Certificate of Occupancy is issued violates the Uniform Construction Code and may result in penalties, removal or rework of completed work to allow proper inspection, and fees for delinquent inspections if the Building Code Official or the Construction Code Official must inspect after occupancy.

Nothing in this application relieves me of the obligation to comply with the Zoning Ordinance or other Borough ordinances, nor does it prevent the Borough from enforcing those ordinances. I acknowledge that additional permits or certificates of use and occupancy may be required under the Zoning Ordinance and that it is my responsibility to obtain all required approvals before the structure authorized by this Construction Code Permit may be occupied.

Signature of Owner, Applicant, or Authorized Agent:

Print name clearly

Date

The applicant or contractor must provide two copies of the application and all related attachments. If additional copies are required to be made by our office, the applicant or contractor will be invoiced at a rate of \$0.50 per page for standard-size prints, \$2.00 per page for black-and-white prints sized 11" × 17" and larger, and \$4.00 per page for color prints sized 11" × 17" and larger.