

# Zoning Permit for Signs Application

Revised 6/2019



## **Section 1**

1. Address of property that the sign permit is being applied for: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_

3. Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_

4. Has property owner given consent for work being performed: \_\_\_ Yes \_\_\_ No

5. Present use of this property: \_\_\_ Single Family Dwelling \_\_\_ Open Land  
\_\_\_ Multi Family Dwelling \_\_\_ Retail Store  
\_\_\_ Other- If other, please explain: \_\_\_\_\_

6. Type of Sign- Check the appropriate boxes below and number of signs in each category:

	<i>how many</i>	<i>size or square footage</i>
___ General Use	_____	_____
___ Institutional	_____	_____
___ Business Identification	_____	_____
___ Business/Industrial Complex Identification	_____	_____
___ Product or Service Advertising	_____	_____
___ Billboard	_____	_____

7. In the space below give a description and a drawing with all the dimensions of the signs. Use another sheet of paper or attach drawings to application if there is not enough room below. Please show all dimensions and distances to property lines where needed for outside signs. Permits will not be issued without all dimensions and distances properly marked on the drawing.

8. Give a complete description of the work being performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total sq. ft.: \_\_\_\_\_

9. Does this property have any frontage along one or more public roads or highways:

(Check One) \_\_\_\_\_ Yes \_\_\_\_\_ No

A. State length of road frontage and Name or Route number of roads or highways:

1. Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ ft.

2. Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ ft.

3. Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ ft.

## **Section 2**

1. Contractor Information:

A. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Please provide a copy of verification of Contractors Liability Insurance with the permit application.**

2. Architect or Engineer Information:

A. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

3. This application must be accompanied by a Zoning Permit Fee. (See attached fee schedule.) Fee is per sign.

4. Submit Application to:

**Hemlock Township Supervisors**  
**Attn: Zoning Officer**  
**26 Firehall Road**  
**Bloomsburg, PA 17815**

Make check payable to:

**Hemlock Township Supervisors**

Mail permit when ready \_\_\_\_\_ specify address: \_\_\_\_\_ **or** will pick up \_\_\_\_\_  
\_\_\_\_\_

5. *I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and agree to conform to all applicable law of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

6. Project start date: \_\_\_\_\_

*Application will be deemed submitted only when the proper permit application fee has been paid. All applications will be reviewed and issued pending no conflicting issues are found with the application within 10 days. Any problems with this application or questions about the application can be directed to the Hemlock Township Zoning Officer at 570-784-6178*

# HEMLOCK TOWNSHIP BOARD OF SUPERVISORS

26 Firehall Road  
Bloomsburg, PA 17815  
570.784.6178 (PHONE)  
570.784.3288 (FAX)

## ZONING PERMIT FEES

The following fees shall be paid to Hemlock Township at the time application is made for a Zoning Permit. No permit shall be issued until such fee has been paid to the Township by the applicant.

### Signs

The fee for a Zoning Permit for the placement or erection of all signs shall be as follows: (NO Permit is required however for those signs exempted in Section 706 C. of the Township Zoning Ordinance.)

1. General Use Signs - \$25.00 for the erection or placement of any of the General Use Signs permitted in Sections 703A, 704 A, and 705 A.
2. Institutional Signs - \$100.00 for the erection or placement of any of the Institutional Signs permitted in Sections 703 B, 704 B, and 705 B.
3. Business Identification Signs - \$200.00 for the erection or placement of any of the Business Identification Signs permitted in Sections 703 C, 704 C, and 705 C.
4. Business or Industrial Complex Identification Signs - \$400.00 for the erection or placement of a Business or Industrial Complex Identification Sign as provided in Section 704 D.
5. Product or Service Advertising Signs - \$100.00 for the erection or placement of Product or Service Advertising Signs as provided in Section 704 E.
6. Advertising Sign Boards (Billboards) - \$500.00 for the erection or placement of Advertising Sign Boards or Billboards as provided in Section 704 F.