



# SIGN PERMIT APPLICATION

BOROUGH OF HUMMELSTOWN  
261 QUARRY ROAD  
HUMMELSTOWN PA 17036  
PHONE: (717) 566-2555 FAX: (717) 566-3324  
[www.hummelstown.net](http://www.hummelstown.net)

Permit No: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Application Fee: \$50.00 due w/App

## Location of Property (Legal Address):

<input type="checkbox"/> <u>Property Owner</u> <input type="checkbox"/> <u>Authorized Agent</u>	<input type="checkbox"/> <u>If Applicant is not the Property Owner</u>
Name: _____	Property Owner Information:
Address: _____	Name: _____
City/State/Zip: _____	Address: _____
Phone # ( ) _____ Alt Phone # ( ) _____	City/State/Zip: _____
Email Address: _____	Phone # ( ) _____ Alt Phone # ( ) _____

Proposed Work being completed by:     CONTRACTOR                       OWNER

PA Contractor Registration # \_\_\_\_\_                      Project Manager: \_\_\_\_\_

Company Name: \_\_\_\_\_                      Phone #: ( ) \_\_\_\_\_

Address: \_\_\_\_\_                      Fax #: ( ) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_                      Email Address: \_\_\_\_\_

Type of Application:     Residential                       Non-Residential

Type of Sign: (select all that apply)                       Permanent     Temporary     Off-Premises

Banner     Billboard     Flashing     Illuminated     Digital     Portable / Sandwich

Roof     Wall     Window     Attached     Free Standing     Free Standing     Double sided

SIGN SIZE or SIGN AREA:                      \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_                      Estimated project cost    \$ \_\_\_\_\_

The area of the sign facing, including any border, framing or decorative attachments. In the case of freestanding letters, it shall be the area contained between the highest and lowest points of any letters and the extremity points of the first and last letters.

<b><u>SIGN FEES</u></b>	
Sign Permit - Permanent + fees as invoiced for needed inspections	\$150.00
Sign Permit - Temporary (30 days or less) - per application	\$50.00
Re-Issuance of Sign Permit	\$50.00
Removal of Yard Signs / Special Event Signs	\$25.00

A description of its type, construction, manner, and method of installation, and materials to be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All Applications require a detailed scale drawing showing the sign and its intended location. Written authorization from the owner or lessee of the property, if other than the applicant.**

### IDENTIFICATION AND VERIFICATION (To be completed by applicant, authorized agent, or contractor)

I hereby certify 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 the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all applicable Borough Codes and the most current Building Codes as adopted by the Commonwealth of Pennsylvania. I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

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

## **Requirements for Sign Permit Application**

**If submitted without information listed below the application will not be accepted.**

The Borough of Hummelstown follows the Sign Ordinance as outlined in Chapter 27 Part 18 of the Borough Code. You can find this information online at [www.Hummelstown.net](http://www.Hummelstown.net) - Government - Ordinances - View Online Code.

### **Required Signage Sketch/Drawing Information**

Submit drawing and/or pictures indicating the following with the application:

- Lineal street frontage (of lot)
- Dimensions of signs (with total sign area calculated)
- Type of sign material
- Provide an illustration showing the proposed sign superimposed on the location (to indicate size, positioning, wording/lettering, etc.)
- Provide side view of sign (to depict how it is affixed and how it may project from wall face or be attached to ground.)
- Location of building or property showing applicable setbacks
- If installed over public sidewalk, show distance from building, distance from bottom of sign to sidewalk, distance from nearest edge of sign to curb.
- If installed over private property, show all applicable items above and setback measurements from property lines.
- Lighting (Yes or No)
- All signs that include electrical work and/or structural support will require a signed / sealed engineering plan be submitted with the application.

### **Master Plan Information**

**Submit information indicating the following on application:**

- Indicate the amount of lineal footage for the primary lot. If the store is part of a shopping center, indicate the frontage along the individual store "frontage".
- Number & type of existing signs (only allowed one of certain signs) (pictures required).
- Indicate the square footage of all existing signs
- Indicate the square footage of the proposed signage
- Indicate the number and type of each sign (with square footage) current and proposed