

APPLICATION FOR TEMPORARY BUSINESS SIGN

Name and Address of Business

Contact Person

Telephone No.

Dimension of sign(s) to be installed: _____

Date of Proposed Installation: _____

(If applicable, please attach 120 day plan)

Please illustrate where on building the banner will be installed and how it will be attached.

I certify that all information provided above is true and factual. I further agree to indemnify and hold harmless the Township of Pequannock each officer, agent or employee against all claims against any of them for personal injury, wrongful death or property damage arising out of the issuance of this license, caused by an error, omission or negligent act of the Township of Pequannock or any person, corporation, partnership acting on behalf of the Township of Pequannock.

Applicant

Property Owner

Zoning Officer

Date

(e) Adequate assurances that the Township will be held harmless in the event that a temporary sign causes damages.

(f) The date on which a temporary sign will be installed or removed or a one-hundred twenty day plan indicating the installation and removal of temporary signs for the current year.

(2) Fees

(a) Political signs, farm product for sale signs, special event signs, and real estate signs except for real estate "directional" signs shall be assessed no fee for a temporary sign permit.

(b) Special sales signs and signs for festivals, exhibitions or shows when permitted in conjunction with another permit or license shall be assessed no additional fee.

(c) The fee for a real estate open house directional sign permit shall be five (\$5.00) dollars.

(d) The fee for a temporary sign permit to install a new business sign or promotional device shall be twenty (\$20.00) dollars.

(e) The fee for a temporary sign permit for a business promotion sign shall be \$20.00.

(f) The fee for the filing of a one hundred twenty day plan shall be \$50.00.

(3) The Planning Director shall issue a permit for conforming temporary signs within 5 business days of receiving a complete application. The permit for a singular temporary sign installation shall be valid for thirty days. The permit for the one hundred twenty day plan permit shall be valid until December 31 of the year in which the application is made.

B. Procedure for permanent signs

A sign permit allowing the erection of a permanent sign or any alterations to the size, structural components or the location of an existing sign is required and shall be issued by the Planning Director upon approval of a sign application by the Planning Board.

(1) Application - The application for a sign permit for a permanent sign shall be made upon forms provided by the Planning Department, in duplicate, and shall contain or have attached the following material or those from the list below as the Planning Director may require for review:

(a) Name, address, and telephone number of the applicant and the owner of the premises.

(b) Statement and signature of the Owner of the property authorizing the application.

(c) Location of the premises where the sign is to be located.

(d) Blueprints or ink drawings indicating the dimensions of the sign including framing and any structural components that will be visible to the public.

(e) A site plan indicating the location on the premises of any proposed free standing sign and the distance to the roadway.

- (f) A blueprint, photograph, or ink drawing drawn to scale showing the proposed attached sign or canopy sign in relation to the front facade of the building to which the sign will be attached.
- (g) A description of the color, construction techniques and materials of the proposed sign.
- (h) In the case of a new sign for a commercial property where there are existing signs to remain, the applicant shall supply sufficient information regarding the other signs and the potential for additional tenants at the same location to make a determination as to the conformity of the proposed sign.
- (i) In the case of a new sign on a commercial property where there are existing signs, the applicant shall provide photographs showing that the proposed sign shall be consistent with the existing signs.
- (j) In the case of an application to erect a new free standing sign, a sketch of the landscaping plan for the base of the sign is required and shall include a listing of any species of plants included on the plan.
- (k) Upon approval of a sign permit, the applicant may be required to make an additional application for a Construction Permit and shall submit information, as needed, to insure compliance with the relevant Construction Codes.
- (l) Fees - An application for a Sign Permit for a permanent sign shall include a fee calculated on the basis of \$4.00 per square foot of proposed signage plus three hundred dollars (\$300.) escrow fee.

(2) Review and determination

- (a) The Planning Director shall review an application for a proposed sign to determine whether the application is complete and whether the proposed sign will require any variances. After all required application materials have been submitted, the Planning Director will, within thirty (30) days of having received a complete application, schedule a hearing on the application before the Planning Board.
- (b) The Planning Board shall review and decide on applications for new signs and sign variances and shall act on sign applications within forty-five (45) days of the referral from the Planning Director. The Planning Board shall apply the standards and guidelines established herein but may vary the standards in a case where, because of an exceptional situation, strict application of the standard would result in exceptional or practical difficulty.

(3) Appeal

In the event an application for a sign permit is denied by the Planning Board, the applicant may within ten (10) days of the date of denial file an appeal with the Governing Body of the Township of Pequannock. (Ord. 2000-26, Amended, 11/28/2000)

Section 153.05 Sign regulations for temporary signs.

A. Real estate "for sale/for lease/sold" signs - One (1) sign per lot to advertise the sale or rental of premises upon which the sign is located by the owner or a real estate agent or broker. The sign is not to exceed an area of six (6) square feet in residential districts or sixteen (16) square feet in all other districts. The sign shall be removed within seven (7) days after consummation of a sale or lease transaction.

B. Real estate "open house" sign - One (1) sign, in addition to the "for sale" sign, may be placed on the subject property. The sign shall not exceed six (6) square feet in size.

C. Real estate "open house" directional sign - A maximum of two (2) signs per open house with a maximum of one (1) sign on any single lot may be placed off the subject property by securing written permission from the property owner(s) on which the sign(s) is/are to be placed, if different than the "for sale" property, and securing a permit from the Planning Department. Permits for "open house" directional signs are issued during normal business hours Monday through Thursday and until noon on Fridays only. The permit is issued for a one (1) day period only and can be used between 11:00 a.m. and 6:00 p.m. on the day for which the permit is issued. No "open house" directional sign is to be located on publicly owned property, including but not limited to road right-of-ways. The individual or entity applying for the permit shall be identified on the sign and shall be responsible for compliance with this Section.

D. Land development signs - Signs advertising the sale of property or structures in developments of two (2) or more lots and signs advertising the opening or construction of a new business shall be permitted for a period of up to three (3) months, or until the signing of the contract or transaction of sale or lease of the last lot or structure in the development, or until a Certificate of Occupancy is issued for a new business, whichever event occurs last. Such signs are renewable for cause, by the Construction Official. No such sign shall exceed twenty (20) square feet in size, and shall otherwise conform to the sign regulation of the affected district. No such sign shall be permitted until subdivision and/or site plan approval, as required, has been granted by the appropriate Pequannock Township Board.

E. "Building under construction" sign - One (1) sign advertising a building under construction that has received site plan approval and has been issued a building permit. The sign shall be no larger than twelve (12) square feet. The sign shall be removed within five (5) days after the issuance of the Certificate of Occupancy or the installation of approved permanent signs, whichever may be sooner.

F. A temporary farm products sale sign may be installed during the time period that the products are for sale only. These signs shall not be installed closer than 10 feet from the property line and shall not exceed thirty-six inches in height.

G. Festivals, Exhibitions or Show signs - one sign indicating the location of a festival, exhibition or show is permitted at the location of the event and one directional sign is permitted off site in conjunction with a festival, exhibition or show license issued by the Township Clerk. A festival, exhibition or show sign shall not exceed 12 square feet in area at locations that do not front on Route # 23 or 24 square feet in area when posted along the highway.

H. Special Sales - One sign is permitted in conjunction with a special sale. This shall be a banner sign that is attached to a building and which does not exceed twenty-four (24) square feet in area.

An A-frame sign shall be permitted in conjunction with a Christmas Tree sale provided that the area does not exceed fifteen (15) square feet (each side), that it is placed five feet from the public right-of-way, and that it does not obstruct visibility.

I. Special event signs - One sign per lot may be installed to announce any educational, charitable, civic, religious or like event, for a consecutive period not to exceed thirty (30) days. No such sign shall exceed six (6) square feet in area, however special event signs posted along Route 23 shall be limited in number to two signs, one on the northbound side and one on the southbound side, and said signs shall not exceed twenty-four (24) square feet. Special event banners flown over the Turnpike shall not exceed 100 square feet. No special event sign shall be posted on any lot without permission of the owner of that lot. The posting of these signs on Route 23 or the Turnpike requires the approval of the Planning Board.

J. Business Promotion Signs

(1) Temporary business signs or banners shall not exceed 12 square feet in the C-1 or downtown district and 36 square feet in the C-2 and C-3 zone or highway business district.

(2) Banners must be securely attached to the building where the business being advertised is located.

(3) A temporary promotional business sign may be posted for a period of 30 days unless it is part of an approved 120 day plan and, then, according to the plan.

(4) No business shall be permitted a temporary or promotional sign installation for any time period in excess of 120 days in one year.

K. New Business Promotion - Strings of streamers or pennants, spinners or similar devices are permitted to advertise the opening of a new business. These devices may be displayed for a period of 15 days beginning with the day of the opening.

(2006-25, Amended, 10/24/2006)

Section 153.06 Sign regulations for permanent signs.

A. Signs in Residential Districts

(1) Permitted Signs: The following kinds of signs are permitted in residential zone districts: a freestanding or attached sign identifying the name of the occupant, an attached sign identifying a permitted home occupation, an attached or free standing sign identifying a professional use, and signs approved by the Planning Board for a conditional use.

(2) No more than one permanent sign is permitted on any residentially use lot.

(3) The maximum area for each kind of sign shall be as follows:

Name plate - 2 square feet

Home occupation - 2 square feet

Professional use - 12 square feet

(4) No permanent sign in a residential zone except a sign attached to a mail box shall be closer than 20 feet to a property line and, except for professional use signs, shall, not exceed 36 inches in height. The height for a professional use sign shall not exceed 48 inches or four feet.

(5) Except for a conditional use, approved by the Planning Board or Board of Adjustment, no sign in residential areas shall be internally lit.

B. Signs permitted in Business Zones.

(1) The C-1, or Downtown Business District.

(a) Signs permitted: free standing signs, projecting signs, attached or awning signs, menu board signs, window signs and banners.

or Construction Official may cause sign maintenance or repair. In such instances, a notice of violation will be mailed to the property owner, and where applicable, the owner of the business. The responsible person will have ten (10) days to complete the repair or such time as agreed to by the Zoning Officer and shall notify the Zoning Officer as to when the repair has been accomplished. Failure to complete the work or to notify the Zoning Officer within the specified time frame will subject the responsible party to further legal action and fines as described below.

Section 153.10 Enforcement.

A. Permanent Sign

Any person, firm or corporation violating any provision of the Sign Ordinance pertaining to Permanent Signs and failing to abate said violation within the time frame agreed to by the Zoning Officer is subject upon conviction, to a fine of not more than one thousand dollars (\$1,000.00) or imprisonment, not to exceed ninety (90) days at the discretion of the Court. Every day that a violation continues after the expressed amount of time provided to remedy the violation shall be deemed a separate offense.

B. Temporary Signs

Any person, firm or corporation convicted of violating any provision of this Sign Ordinance pertaining to Temporary Signs shall be subject to a fine of not more than \$500.00 nor less than \$50.00 for the first offense, \$100.00 for the second offense, and \$200.00 for the third and any subsequent offense. Every day that a violation continues shall be deemed a separate violation of this ordinance.

(2006-25, Amended, 10/24/2006)