

# Borough of Doylestown

Department of Building and Zoning

## Permit Application for Sign Permit

### Background:

The Borough of Doylestown requires that prior to any sign being placed that a sign permit shall be applied for and received from the Department of Building and Zoning, located at 10 Doyle Street. There is a \$50 fee for signs 0 – 8 sqft and \$75 fee for signs over 9 sqft and over. All erection/construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications.

### When A Sign Permit is Required:

- A Sign Permit is required to install any new sign or relocate an existing sign. Normal sign maintenance shall not require a permit.

### Process:

1. Determine the applicable zoning district and if you are in the Historic District area. If you are in the Historic District your application process is two step – the first step is Zoning Approval and the second step is a HARB Certificate of Appropriateness approval.
2. Complete the Sign Permit Application package.
3. The completed package you will submit consists of
  - 2 Copies of Sign Permit Application Form and all attachments.
  - If the sign is going to go in the Historic District you also need a HARB Application for a Certificate of Appropriateness.
4. Bring the completed package to the Borough Zoning and Planning Office at 10 Doyle Street with payment. Check should be payable to “Borough of Doylestown”
5. The staff will accept your completed permit application. You must attach the correct number of copies of the Presentation Package . See the list below for what must be included. **Staff will not accept incomplete applications.**
6. Your application will be reviewed by the zoning officer and if it is accepted it will be sent to HARB. If your application is rejected for a zoning reason you will be contacted and the problem will be explained.
7. Your application will be reviewed by HARB. **Note – You must be present at the HARB meeting for your application to be reviewed.** HARB normally meets the 4<sup>th</sup> Thursday of each month, be sure to check the meeting date and time when you submit your application. HARB will discuss your application with you at the meeting and may or may not provide stipulations or conditions for approval. If your application is denied the reason for the denial will be explained at the meeting.
8. Your application, if approved by HARB, will be reviewed by Borough Council at the first Council Meeting following the HARB approval. You do not need to be present at the Council meeting. If Council approves your application you will receive a sign permit in the mail and you may go ahead and put your sign out.
9. Do not begin work or order your sign until your application has been approved and you have an issued permit in your hand.

# Borough of Doylestown

## Department of Building and Zoning Permit Application for Sign Permit

**Check List for Submission - Applicant must fill out checklist marked "A" below. Borough staff will complete checklist marked "S".**

- | <b>A</b>                 | <b>S</b>                 |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 2 Copies of the Sign Permit Application and all attachments Including:  |
| <input type="checkbox"/> | <input type="checkbox"/> | - Photos of the building where the sign will be placed that show any existing signs                           |
| <input type="checkbox"/> | <input type="checkbox"/> | - Scale drawings of the sign and its location that show:  |
| <input type="checkbox"/> | <input type="checkbox"/> | the shape and dimensions of the sign  |
| <input type="checkbox"/> | <input type="checkbox"/> | the location of the sign and the way it will be affixed and/or held up  |
| <input type="checkbox"/> | <input type="checkbox"/> | the measurements of building frontage, sign height and clearance from surrounding objects and property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | contents of sign – including letter style and logos if any  |
| <input type="checkbox"/> | <input type="checkbox"/> | samples of colors and/or materials  |
| <input type="checkbox"/> | <input type="checkbox"/> | If you are in Historic District you must also include:  |
| <input type="checkbox"/> | <input type="checkbox"/> | HARB Application for Certificate of Appropriateness. See Application for requirements.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Note that you should also make a copy for your self since you must appear at the HARB meeting.                |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment included.   |

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Hours of Operation  
Monday - Friday  
8:30 a.m. – 4:30 p.m.

**LOCATION OF SIGN:**

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	

**APPLICANT:**

Applicant Name:	Applicant Phone:
Applicant Address: _____	

**INSTALLER:**

Installer Name:	Installer phone :
Installer Address: _____	

**SIGN CHARACTERISTICS:**

Sign dimensions:		Type:	free-standing    parallel    projecting non-stationary    movable    directory vehicular
Height off ground:		Location:	On premises                  Off-premises
Illumination:	Direct    Indirect    Non Illuminated	Made of:	wood    metal    composite    other:

**SITE CHARACTERISTICS:**

Zoning District: (Circle)	R1	R2	R3	CR	CR-H	O	RC	RC-1	CC	FC	CI	PI	TND-1	TND-2
Property frontage dimensions:														

**APPLICANT SIGNATURE:**

	<b>Date:</b>
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**APPLICATION PROCESSING RECORD (Borough Office Use Only)**

Date Received:	Amount Paid:	Check Number:
Payor:	Received by:	

Zoning Officer:	Date of Zoning Review:
Permit is:    Granted                          Denied                          Other:	
Reason/Comments/Conditions: _____	
Zoning Officer Signature: _____	
Applicant Notified by: _____	On Date: _____
Permit Number Issued: _____	On Date: _____

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