

Conway Borough
Citizen Information
On a
SIGN PERMIT

1. A sign permit is required for the erection of all signs, temporary or permanent, to be erected in Borough with the exception of the following types of signs:
 - a. Real estate signs advertising the sale or rental of the premises upon which they are located.
 - b. Nameplate signs designating the name, street name, and house number of an occupant of a residential property.
 - c. Street and road signs as required and erected by Local, State, and/or Federal governmental agencies.
2. Application shall be filed with Borough Office by the Applicant.
3. Prior to the granting of a Sign Permit, the Borough will process your application as follows:
 - a. Application is reviewed by the Zoning Officer to determine if Application is complete. If Application is not complete, it will be returned to the Applicant. If Application is complete, it will be declared officially received by the Borough.
 - b. Zoning Officer and Planning Commission reviews application and proposed location for a sign to determine compliance with the Zoning Ordinance and all other applicable Borough Ordinances.
 - c. As Necessary, application is also forwarded to the following agencies for technical reviews:
 - 1) Borough Engineer
 - 2) Pennsylvania Department of Transportation, Bureau of Highways
4. In the case of a temporary sign, the Sign Permit shall be issued by the Zoning Officer. In the case of a permanent sign the Sign Permit shall be issued by the Zoning Officer after the Planning Commission's review.
5. If approved, one (1) copy of the Sign Permit is given to the Applicant and one (1) copy shall be filed in Borough Office.
6. The denial of a Sign Permit shall include a written statement of reasons.
7. Permanent Sign Permits shall expire after completion of the work or within one (1) year after the permit is issued, whichever occurs first. Temporary Sign Permits to construct a sign vary in length of duration. Check with the Borough Office for specifics applying to the type of temporary sign involved.

Conway Borough
Application for Permit to Construct a Sign

Office Use Only
Date of Application _____
Fee \$ _____
Date Paid _____

NOTE: NO APPLICATION SHALL BE OFFICIALLY RECEIVED UNLESS APPLICATION IS COMPLETED IN FULL, IS SIGNED, REQUIRED PLAN IS ATTACHED, AND FEE IS PAID.

TO BE COMPLETED BY APPLICANT:

1. Name of Applicant, Non-Profit Organization, or Business Concern: _____
 2. Address of Applicant(s) _____
 3. Telephone number where Applicant can be reached during normal business hours _____
 4. County Tax Map Number(s) of property upon which proposed sign is to be installed _____
 5. General location of property upon which proposed sign is to be installed:
Street Number _____
Nearest Road Intersection _____
 6. Owner(s) of property upon which proposed sign is to be installed:
Name _____ Address _____
Name _____ Address _____
Verified by Borough Secretary: Yes _____ No _____
 7. Proprietary interest of Applicant:

_____ Owner
Lease or other Agreement
Other, Explain _____
- A copy of Certificate of Title or lease agreement must be submitted unless this provision is waived by the Borough.
8. Official Zoning District of property upon which proposed sign is to be installed: _____
 9. Existing use of land at present:
Vacant/open _____ Residential _____
Agricultural _____ Commercial _____
Forest _____ Other (Specify) _____
 10. Number of existing signs on property at present _____

11. Type(s) of existing permanent signs on property at present:
_____ wall-mounted _____ number
_____ self-supporting _____ number
_____ overhead _____ number
12. Application is hereby made to erect a:
_____ Permanent Sign
_____ Temporary Sign
13. Type of proposed sign is :
_____ wall mounted _____ other (Specify)
_____ self-supporting _____
_____ overhead _____
14. Submit two (2) copies of a drawing/plan of the proposed sign including the following information:
a. Width of Sign.
b. Height of Sign.
c. Gross surface area of sign.
d. Total height of sign above adjacent ground level.
e. Clearance between bottommost part of sign and ground.
f. Distance between front edge of sign and inside edge of adjacent sidewalk, if applicable.
g. Distance between front edge of sign and inside edge of adjacent sidewalk, if applicable.
15. Proposed sign to read as follows (be specific): _____

16. Sign will be illuminated: Yes _____ No _____
17. Date when sign will be erected _____

I, the undersigned applicant, do submit that the statements contained herein are true and correct as I verily believe.

Applicant's Signature

Date

Conway Borough
Permit For Temporary Sign

Permit Number _____ Date of Issue _____
Date of Expiration _____

This certificate permits _____
Applicant

at _____
Property Location

to erect a temporary sign of the following type:

- _____ Sign of mechanic, painter, or other artisan.
- _____ Sign of political nature.
- _____ Sign advertising a special event, or a
seasonal or temporary use.
- _____ Other, specify _____

in accordance with the requirements of the Zoning Ordinance and until the above date of expiration of this permit.

This certificate does not in any way relieve the owners, or any other person or persons in possession of the lot or building upon which said sign is located, or any part thereof, from obtaining such other permits or licenses as may be prescribed by law for the uses or purposes for which the land or building is designed or intended; nor from complying with any lawful order issued with the object of maintaining the building or land in a safe or lawful condition.

Zoning Officer

Date of Issue

- V. **SIGN PERMIT:** The fees appearing in the following schedule are hereby established for the issuance of sign permits as are required by the Zoning Ordinance; the base fee shall be payable at the time of application.

Resolution 111815-2

A. **BASE FEE**

Permanent Sign Permit

For each sign: \$5 per square foot of sign area per sign face
(Ordinance No. 516, 6-20-2007)

Temporary Sign Permit

For each sign: \$1.00 – to be returned to Applicant upon removal of the temporary sign.

- B. **SUPPLEMENTAL FEE:** In addition to the base, the applicant shall pay the full costs of all professional review and inspection services actually performed by the Borough Solicitor, Planner, Engineer, Code Officer and/or any other professional reviews deemed necessary in connection with the review and approval of the application, inspection for compliance during the progress of the permitted work, and certification of compliance upon completion of the work. The supplemental fee shall be paid prior to issuance of a sign permit.