

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  
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

BOROUGH OF CONWAY, BEAVER COUNTY, PENNSYLVANIA

ZONING ORDINANCE

Section 801 OFF-PREMISES SIGNS PERMITTED IN ALL DISTRICTS

No sign shall be used for display or advertising except that pertaining to the use conducted on the property upon which such sign is erected except as follows:

A. PERMANENT OFF-PREMISES SIGNS

B. TEMPORARY OFF-PREMISES SIGNS:

1. Sign of a political nature in support of a candidate for Primary or General Election may be erected on real estate located in any Zoning District by the Owner or Owners of that property provided:
  - a. The gross surface area of such sign shall not exceed sixteen (16) square feet in all R-1, R-2, R-3, and C-2 Districts or thirty-two (32) square feet in all C-1 and I-P Districts.
  - b. The total height of such sign shall not exceed (6) feet above adjacent ground grade.
  - c. Only one (1) such sign shall be erected and maintained on each property unless such property fronts on more than one (1) public street, in which event one (1) such sign may be erected on each frontage.
  - d. The owner of the property upon which such sign is erected shall be responsible for the placement, maintenance, and removal of such sign in accordance with the terms of this Article.
  - e. No sign of a political nature shall be reflective or illuminated.
  - f. All such signs of a political nature shall be self-supporting or wall mounted. Overhead signs, arched signs and banners are prohibited.
  - g. Any such signs put on public right of ways must be removed subsequent to the election. The advertised candidate is responsible for removal of these signs.
2. Signs directing attention to a special event or seasonal temporary principal use..

C. In addition to the above, the following requirements apply to all Off-Premises Signs erected within this Borough.

1. No signs shall be permitted on public lands except with the written approval of the Owner of the property.
2. At no time will such signs be placed on any utility pole.
3. All applicable General Regulations of this Article shall be adhered to in the erection and maintenance of all signs.

- 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.