



Application Date:	
Fee:	\$75.00

Sign Permit Application

Sign permits are issued to regulate signs in the Township. In any District, banners, ribbons, flags, animal displays, inflatables, pieces of sculpture, fountains or other displays or features which do not clearly fall within the definition of a sign, but which direct attention to an object, product, activity, person, institution, organization, or business, shall require a sign permit.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 2 Lent Township Land Use Regulations, Section 4.14 Signs		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Sign Permit: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	Sign Map: All maps shall be drawn to scale and include a north arrow <ul style="list-style-type: none"> Graphic scale not less than one (1) inch to one hundred (100) feet Property dimensions and the outside boundary lines of the property clearly shown Number of signs proposed Description of the copy or graphic to be displayed on the sign Dimensions for all signs including the total area of all signs proposed in square feet Location of all proposed signs on the property Type of sign: Free Standing, Monument or Pylon, Wall sign, or Temporary Sign Sign engineering details including sign materials used and any illumination required
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and escrow

Application for: **SIGN PERMIT**
Lent Township

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<i>Written Narrative Describing your request:</i> A written description of your request for the Sign Permit may be required to be submitted as a part of your application for additional information as requested by the Planning Commission.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Approval by the Zoning Administrator (ZA). Applications for sign permits, applicable design standards and requirements and other informational material shall be available from the Zoning Administrator. Except as otherwise provided in the Ordinance, no sign shall be erected, constructed, altered, rebuilt, or relocated until a permit for the sign has been issued.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date