



PENN TOWNSHIP BOARD OF SUPERVISORS
100 Municipal Building Road
Duncannon, PA 17020-1100

Township Office 834-5281 Fax 834-6854
pennsecretary@embarqmail.com
E-Mail: ~~Penntownship@earthlink.net~~

SIGN PERMIT APPLICATION

Applicant Name: _____ Phone: _____
 Address: _____
 Property Owner: _____ Phone: _____
 Address: _____
 Contractor: _____ Phone: _____
 Address: _____
 Property Location: _____
 Parcel Number: _____
 Date of Application: _____

ZONING DISTRICT-(Please Circle) - FC AR R-1 R-2 C I MUC

WILL SIGN BE- *Permanent* **or** *Temporary* -(Please Circle One)- If Temporary, date placed _____

WILL SIGN BE- *Freestanding* **or** *Building* -(Please Circle One)-

SIGN TYPE-(Please Circle)-

| | | | | |
|----------------------|------------------|------------------------|----------------------|----------------------|
| Agriculture Products | Garage/Yard Sale | Business Special Event | Identification Minor | Identification Major |
| Election | Business | Home Business | Incidental | Development |
| Center | Non-Profit | Contractor | Special Event | Roadside Stand |
| Real Estate | Public Use | Open House | Off Premise | |

SIZE OF SIGN: _____ TOTAL SQ. FOOTAGE: _____ ILLUMINATED: Yes No

TOTAL NUMBER OF SIGNS ON PROPERTY AT THIS TIME: _____

TOTAL AREA OF SIGNS ON PROPERTY AT THIS TIME: _____ Sq. Ft.

APPLICATION MUST BE COMPLETE AND SITE STAKED OUT OR APPLICATION WILL BE DENIED. SIGN PERMIT MUST BE ATTACHED TO ZONING PERMIT APPLICATION AND SKETCH PLAN WITH LOCATION OF SIGN WHEN SUBMITTED.
THIS PERMIT APPLICATION IS **ONLY** VALID FOR **ONE (1) SIGN**.

APPLICANTS SIGNATURE : _____

ZONING OFFICER SIGNATURE: _____

APPLICATION FOR SIGN PERMIT IS: GRANTED DENIED



24 N Fourth Street
Newport, PA 17074
Phone: 717-275-2048
Fax: 717-567-3686

Procedure for obtaining a Zoning/Sign Permit

To All Applicants:

In order to obtain a Zoning Permit in Penn Township, a sketch plan of your property must be attached. The plan must include the following:

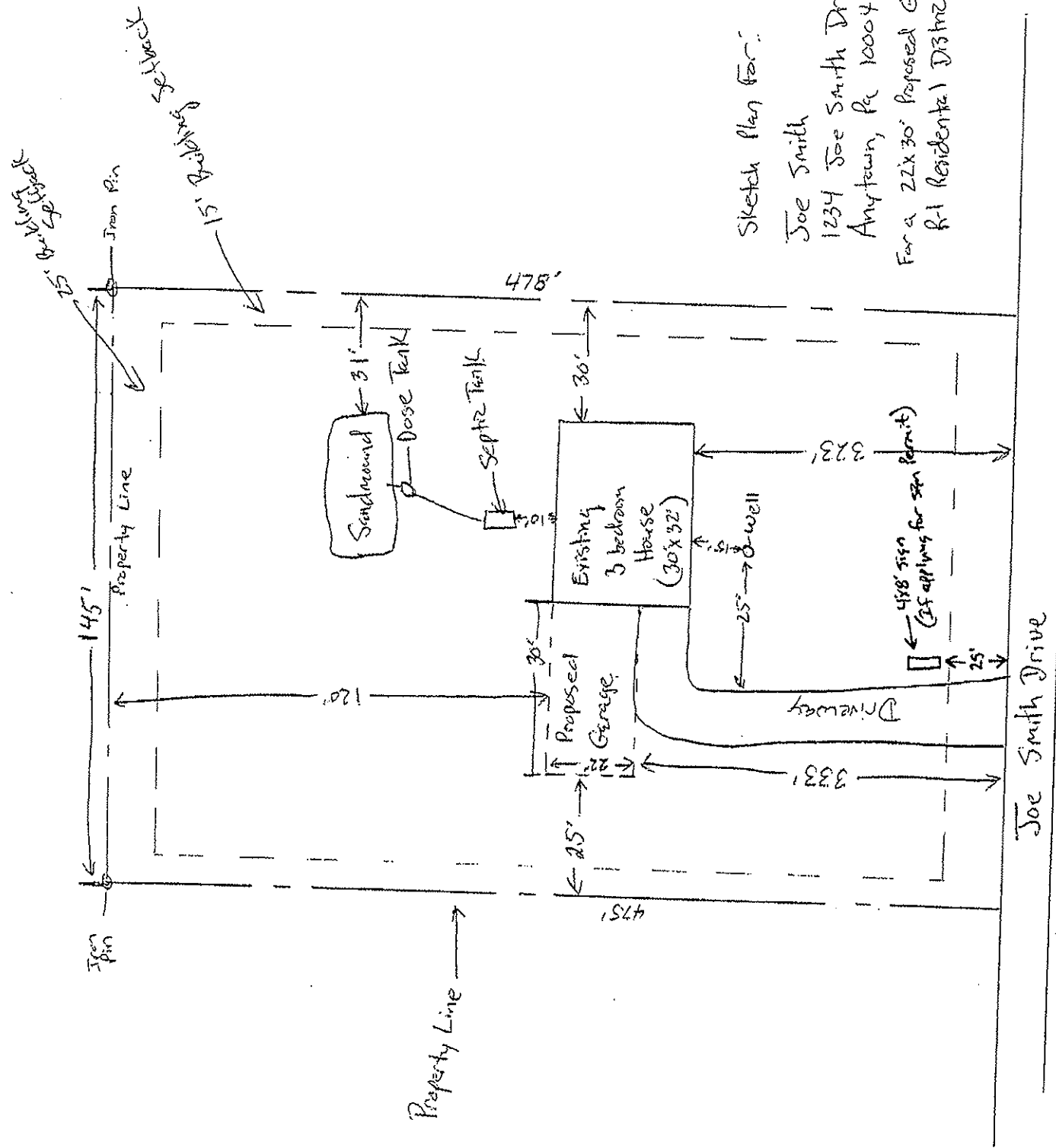
- 1.) Overall plan of the property. This does not need to show bearings but should show distances to the best of the Applicant's ability.
- 2.) Show locations of all wells, septic tanks, drain fields, existing buildings, proposed buildings, swimming pools, permanent landmarks such as large trees, driveways, electric lines, property lines, and building setbacks for the appropriate district in which you are in.
- 3.) Please be sure to show intersecting street names.
- 4.) Show distances to all property lines that are within 50' of proposed building area.
- 5.) For signs, please show where the sign will be located, dimensions, what the sign will say, height, if it will be illuminated, and is it temporary or permanent?
- 6.) Please note that if you are replacing a structure, you must show what the previous structure size and dimensions were and what the proposed structure size and dimensions are. Please state the use of the proposed structure.

Attached is a sample plan that can be followed. This plan does not need to be to any scale, but must show what the distances are. Please note that following this process will help speed the process along. If a proper plan is not attached the application will be rejected.

Sincerely,

A handwritten signature in black ink, appearing to read "Leonard Sizer", written in a cursive style.

Leonard Sizer
Zoning Officer



Sketch Plan For:

Joe Smith
 1234 Joe Smith Drive
 Anytown, Pa 10004
 For a 22x30' Proposed Garage
 R-1 Residential District