

BOROUGH OF COLLEGEVILLE

TEMPORARY SIGN PERMIT APPLICATION

I. Location of Property

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block & Unit: \_\_\_\_\_

II. Ownership

☐ Private ☐ Public ☐ Tenant ☐ Other \_\_\_\_\_

III. Identification – To be completed by all applicants

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

IV. Type of Temporary Sign

☐ Banner ☐ Construction ☐ Development ☐ Portable ☐ Special Event

☐ Subdivision ☐ Window

V. Date(s) Sign Being Displayed (required)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

A special event sign, banner or commemorative sign flag for a business shall be displayed no more than four times per calendar year for a period of time not exceeding 30 calendar days.

**VII. Signature**

*Deposit of check representing the fee for this application does not constitute approval of or granting the same by Collegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.*

Signature of Owner: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

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**VIII. Site or Plot Plan** – Please provide or attach plot plan details. See attached.

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**IX. Validation – For Department Use Only**

Permit Number: \_\_\_\_\_

Permit Issued: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Check No.: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

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**SCHEDULE OF FEES**

(from Resolution 2016-01)

All Signs	\$ 50.00 up to 40 sq. ft.
	\$100.00 over 40 sq. ft.

Borough of Collegeville  
491 E. Main Street  
Collegeville, PA 19426  
610-489-9208 610-489-6661 Fax [www.collegeville-pa.gov](http://www.collegeville-pa.gov)

## SIGN PERMIT PROCEDURES

*A sign permit is required for all new, renovated or relocating of any signs.*

Part I – Location of Property – Address, Zoning District, Parcel Number, Lot & Block must be provided on all applications.

Parts II through VI – Complete every section.

Part VI – Sign and date application – If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

VIII – Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated.

## PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for sign permit.

## ADDITIONAL INFORMATION

Fees – Permit fees must be submitted with the permit application.

Review – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough Codes and Ordinances.

Permit Granted – Work may not start until a permit has been approved and granted. The permit must be displayed so as to be visible from the street.