

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

## BOARD OF SUPERVISORS

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Gary Friend, *Vice Chairman*  
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Jodi Noble  
*Township Manager*

## Sign Permit Application

**All applications and fees must be submitted directly to the Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342**

**Name of Applicant:** \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Subject Property:**  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Current Use: \_\_\_\_\_

**Scope of Work:**  
 New Construction  
 Replace (Sign Face Replacement Only)  
 Repair (Existing Sign)  
 Addition (Existing Sign)

**Type of Signage Proposed (check all that apply):**  
 Ground/Monument  
1. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Structure Height \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
2. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Structure Height \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
 Pole  
1. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Structure Height \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
2. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Structure Height \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
 Wall  
1. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
2. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Area \_\_\_\_\_ Square Feet  
Illuminated: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_  
 Billboard  
1. Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ Area \_\_\_\_\_ Square Feet

**Estimated Cost of Construction (Total):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Township Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **APPROVED / DENIED**

## **Sign Application Guidelines**

### **Application Information:**

- An application will be accepted and considered administratively complete if the following materials are submitted:
  - Signed application
  - Non-refundable application fee (if multiple signs are requested, a fee is required for each proposed sign)
    - 0 to 25 square feet: \$25.00
    - 26 to 99 square feet: \$50.00
    - 100+ square feet: \$100.00
    - Billboards: \$400.00
  - Survey of the subject property noting the location of all building footprints, paved areas, property lines, setbacks, and the proposed signs
  - Renderings of the proposed signs
- An approved sign permit does not take the place of the necessary building and electrical permits. Applicants and their contractors should seek approvals from the building and electrical inspectors as required.

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.

*Revised January 2018*