

Chartiers Township

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

BOARD OF SUPERVISORS

Gary Friend, *Chairman*
Bronwyn Maggi-Kolovich, *Vice-Chair*
Frank Wise, *Secretary*

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 Repair (Existing Sign)
 Replace (Sign Face Replacement Only) 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 or by calling 724.745.3415.

Revised January 2022