

## SIGN APPLICATION

DATE \_\_\_\_\_

<b>SIGN PERMIT</b> <b>CODE OF THE BOROUGH OF MILFORD</b>	<b>OFFICE OF CODE ENFORCEMENT</b> <b>BOROUGH OF MILFORD</b> <b>111 W. CATHERINE STREET</b> <b>MILFORD, PA 18337 PH# (570) 296-7140</b>	<b>Fee: \$100.00</b> Unless this sign is applied simultaneously with other signs under the Zoning Ordinances, then no fee is required.
Business Name _____	Property Owner _____	No fee required ( )
Business Owner _____ PH# _____	Property Owner PH# _____	Fee paid in cash ( )
Business Address _____		Fee paid by check ( ) Check # _____

CHECK REQUESTED SIGN: ( ) A-FRAME SANDWICH BOARD SIGN OR ( ) EASEL SIGN

Provide the following information for an A-frame sandwich board sign:

1. Height in inches \_\_\_\_\_ Width in inches \_\_\_\_\_
2. Is there a lawn directly in front of the entrance to the business? ( ) Yes ( ) No
3. Is there a pre-existing landscaped area directly in front of the entrance to the business? ( ) Yes ( ) No
4. Could the A-frame sandwich board sign fit within the pre-existing landscaped area? ( ) Yes ( ) No
5. Has a plot plan been submitted indicating the location of this A-frame sandwich board sign? ( ) Yes ( ) No
6. Has the Code Enforcement Officer reviewed the plot plan for this sign? ( ) Yes ( ) No

I hereby certify that the statements contained herein are true to the best of my knowledge and belief.		
Applicant's Signature _____	Approved By _____	Date Approved _____

**PLOT PLAN FOR THE PLACEMENT OF AN A-FRAME SANDWICH BOARD**  
**A-FRAME SANDWICH BOARD SIGN PERMIT REQUIREMENT**

Business Name: \_\_\_\_\_

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

Plot Plan Prepared By \_\_\_\_\_ Date Prepared \_\_\_\_\_

Plot Plan Approved By Code Enforcement Officer ( ☐ ) Yes ( ☐ ) No

Signature Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

Procedures for completing the plot plan. Tools needed: pencil & tape measure. First, measure from the street side of the curb, across the curb, across the verge, and onto the sidewalk till the tape reads 8 feet; draw a line on the sidewalk at that 8 feet measurement. Second, from the line on the sidewalk measure to the front wall of your building, if there is more than 5 feet, then a sign may be allowed. The sign's width is determined by subtracting 5 feet from the measured distance between the 8 feet mark on the sidewalk and the front wall of your building. There must always be 5 feet of unobstructed sidewalk between your sign and the verge.

For example if the measurement from the 8 feet mark on the sidewalk to the front wall of your building is 7 feet, then your sign may only be 2 feet or 24 inches wide and must be placed against the front wall of your building, which leaves 5 feet of unobstructed sidewalk.

street or alley name fronting business
curb
verge
sidewalk
business' front wall

# EXAMPLE PAGE

## SAMPLE PLOT PLAN FOR A-FRAME SANDWICH BOARD SIGN

Business Name: Doe's Donut Emporium

Business Address: 215 Anywhere Street, Milford, PA

Plot Plan Prepared By: John Doe      Date Prepared: 4/15/2015

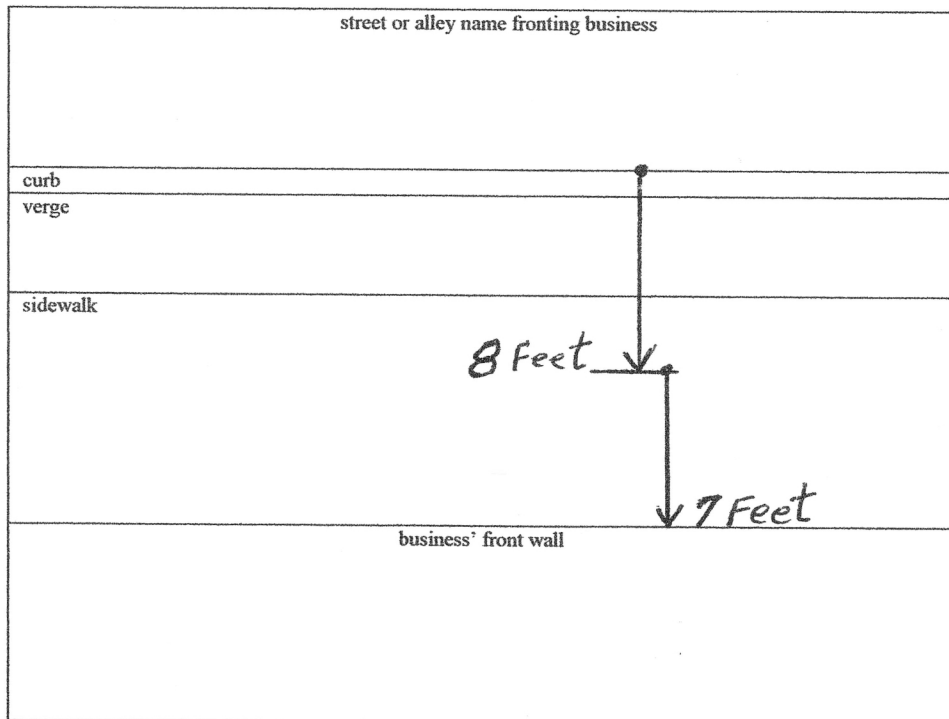
Plot Plan Approved By Code Enforcement Officer ( ☒ ) Yes ( ☐ ) No

Signature Code Enforcement Officer \_\_\_\_\_ Date: 4/17/15

Procedures for completing the plot plan. Tools needed: pencil & tape measure. First, measure from the street side of the curb, across the curb, across the verge, and onto the sidewalk till the tape reads 8 feet; draw a line on the sidewalk at that 8 feet measurement. Second, from the line on the sidewalk measure to the front wall of your building, if there is more than 5 feet, then a sign may be allowed. The sign's width is determined by subtracting 5 feet from the measured distance between the 8 feet mark on the sidewalk and the front wall of your building. There must always be 5 feet of unobstructed sidewalk between your sign and the verge.

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### EXAMPLE DRAWING SHOWN BELOW



# EXAMPLE PAGE