

Milford Borough Zoning Department

500 Broad Street

Milford, PA 18337

**SIGN PERMIT APPLICATION**

AS REQUIRED BY SECTION 312-24B OF THE BOROUGH ZONING ORDINANCE

**NOTICE**

This permit is  
valid for a period  
of 1 year from  
date of issuance

**APPLICANT'S INFORMATION:**

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

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**BUSINESS INFORMATION:**

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

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

Business Unit/Suite #: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**DEED OWNER:** ☐ Check here if same as applicant

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

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

City, State, Zip: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Phone: \_\_\_\_\_

**SIGN CONTRACTOR:**

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**TYPE OF PERMANENT SIGN:** Check each box that applies. See page 2 of this application for sign types.

☐ Wall Sign: ☐ Painted on Wall ☐ On a Sign Structure Sign Size: Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Sq. Ft. of Sign \_\_\_\_\_ Building Façade Size: Length: \_\_\_\_\_ Width: \_\_\_\_\_

☐ Free Standing Sign: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Sq.Ft. of Sign \_\_\_\_\_ Height of Sign: \_\_\_\_\_ (above grade)  
Length of property frontage: \_\_\_\_\_ Ft. Is sign on a corner property: ☐ Yes ☐ No

☐ Projecting Sign: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Sq.Ft. of Sign \_\_\_\_\_ Height of Sign: \_\_\_\_\_ (above walkway)

☐ Permanent Window Sign: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Sq.Ft. of Sign \_\_\_\_\_ Sq.Ft. of Glazed Area: \_\_\_\_\_

**A-FRAME/SANDWICH BOARD OR EASEL SIGN:**

☐ A-frame/Sandwich Board Sign Height of Sign \_\_\_\_\_ inches Width of Sign \_\_\_\_\_ inches

*Sandwich Board signs can only be displayed during business hours. Sign must be removed when business is not open. Only one Sandwich Board sign allowed per establishment. Sign must be displayed adjacent to the public access to the establishment and a minimum of 8 feet from the curb/pavements edge. Must maintain a 5 feet unobstructed sidewalk. No signs are allowed in the "verge" area. Sign height=36" min., 48" max, max 26" wide.*

☐ Easel Sign Height of the Sign Face \_\_\_\_\_ inches Width of Sign Face \_\_\_\_\_ inches **Total Height** \_\_\_\_\_ inches

*Easel Signs shall be a maximum face width of 24 inches, and a maximum face height of 36 inches with a total height (including easel) shall not exceed 60 inches. Easel Sign shall be displayed on a covered porch and the sign must be affixed to the easel.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit fee for first sign is \$125.00, \$50.00 fee for each additional sign under the same application. Fees are due upon submission of application.**

**OFFICE USE ONLY:**

☐ Approved ☐ Denied-Reason: \_\_\_\_\_

Permit #: \_\_\_\_\_ Date of action: \_\_\_\_\_ Date fee rec'vd: \_\_\_\_\_ Fee type: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

**SIGN**- A structure, device or display containing letters, words and/or pictures which is designed to inform or attract attention and impart a message to someone who sees the sign from outside the structure where the sign is located.

**SIGN, A-FRAME/SANDWICH BOARD**- A self-supporting, movable sign consisting of two faces connected at the top.

**SIGN, ANNOUNCEMENT OR PROFESSIONAL**- A sign on a building, in a Residential District, which directs attention to a home professional office, home occupation or professional office in such residential building.

**SIGN, AWNING**- A sign painted on or attached to the cover of a permanent or moveable frame, of the hinged roll, or folding type of awning.

**SIGN, BANNER**- A sign made of cloth, plastic or similar material that is hung over a public street of the Borough to advertise a special event of public importance pursuant to the specific written approval of the Borough Council.

**SIGN, BULLETIN BOARD**- A sign for a public, semipublic, charitable or religious institution, bearing no advertising matter.

**SIGN, BUSINESS**- A sign which directs attention to a business or profession, product or service conducted or sold upon the property where the sign is displayed in the Commercial District.

**SIGN EASEL**- A self-supporting, movable sign consisting of one face with supporting legs or a supporting frame, or a sign displayed on an easel.

**SIGN, FLAT-WALL**- A sign which is a part of, attached directly to, supported by or painted upon a building wall or window.

**SIGN, FREESTANDING**- A sign supported by, or suspended from, a freestanding column or other support located in or upon the ground surface.

**SIGN, NUMBER AND SURFACE AREA**- For the purpose of determining number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related and composed to form a unit. Where matter is displayed in a random manner without an organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.

**SIGN, OFF-SITE ADVERTISING**- A sign which directs attention to a business, profession, commodity, service or entertainment conducted, sold, or offered elsewhere than upon the property and only incidentally upon the property if at all. For the purposes of this chapter, a commercial billboard is an advertising sign.

**SIGN, PROJECTING**- A sign projecting from the wall of a building, perpendicular to the building upon which it is attached and the street upon which the building fronts.

**SIGN, TEMPORARY**- A sign, constructed of cloth, canvas, fabric, wood or other similar material, with or without a structural frame, and intended for a limited period of display.

**SIGN, TEMPORARY BUSINESS IDENTIFICATION**- A sign which is erected for a period not to exceed 90 days prior to the issuance of a permit for a sign which complies with all HARB requirements.

**SIGN, TEMPORARY CAMPAIGN**- Temporary campaign signs shall be defined as signs appertaining to campaigns, drives or events of political, civic, philanthropic, educational or religious organizations.

**SIGN, WINDOW, PERMANENT**- Any sign visible through a window into the business establishment which are not exceptions under § **312-24C(9)** or § **312-24S**. In order to determine the number and size of permanent window signs, reference is made to the Schedule of Sign Regulations under business identification signs.

**SIGN, WINDOW, TEMPORARY**- Any sign constructed of ink on paper, vinyl, removable window paint, or similar temporary material which is placed in a business establishment window for a limited period of time as defined herein for the purpose of advertising a special event or promotion taking place or to take place on the premises. In order to determine the number and size of temporary window signs, reference is made to the Schedule of Sign Regulations under temporary signs.