

SIGN PERMIT INSTRUCTIONS

ZONING DEPARTMENT

Township of Parsippany-Troy Hills

1001 Parsippany Boulevard

Parsippany, NJ 07054

973-263-4373

- Each sign requires a separate application. The three (3) drawings for each application must show one sign only (i.e.; separate application and separate drawings for each sign).

- The sign company will provide three (3) **colored** drawings of each sign including message, logo and dimensions. Per Ordinance no sign shall have more than five (5) colors, including the background which counts as one color. Black and white shall be considered colors.

- Provide height of sign (height is measured from the ground to the top of the sign).

- Provide width of store front. Width of store front measurement must be taken inside at the front of the store/space.

- Fill in every space provided. ("N/A" should not be used in any space).

- Letter of consent from property owner must be attached to the application.

- Provide a survey or plot plan showing sign location and setbacks from all property lines.

- Include this checklist with application.

Fees: Sign fee is \$3.00 per sq. ft., minimum fee \$35.00. Six-month temporary sign fee is \$35.00. Six-month "V" type temporary sign is \$50.00.

Prior Approvals: A Commercial Zoning Permit for new tenants is required prior to submittal of a sign application. A Zoning Sign Permit is a prior approval required before submission to the Building Department.

Please be advised that an inaccurate or fraudulent submittal of information pursuant to this application may result in the revocation of associated permits and/or legal action.

ZONING DEPARTMENT – SIGN PERMIT APPLICATION
Township of Parsippany-Troy Hills
1001 Parsippany Boulevard
Parsippany, NJ 07054
973-263-4373

Block: _____ Lot: _____ Zone: _____

Location of Sign (Address): _____

Property Owner Name: _____

Applicant's Name: _____

Applicant's Daytime Telephone Number: _____

Name of Sign Contractor: _____

Type of sign (Please Circle One From The Three Choices Below):

Freestanding or Wall Sign or Temporary Sign (If Temporary, *Flat* or *V-type*)

Size: _____ X _____ = _____ sq. ft.

Height of sign (at highest point): _____ ft. Electric: YES or NO

Width of Store Front (measured inside building): _____ ft.

Lettering/Logo/Message on Sign:

Distance of Proposed Sign from:

_____ ft. Front Property Line _____ ft. Left Side Line _____ ft. Right Side Line

Applicant's Signature

Date: _____