

T: (973) 402-9410  
F: (973) 316-8498



100 Washington Street  
Boonton, NJ 07005

## Sign Permit Application

### APPLICANT

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

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

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is a:  Contractor  Property Owner  Tenant  Other \_\_\_\_\_

### SUBJECT PROPERTY

Location/Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Historic:  YES  NO

### PROPERTY OWNER OR LANDLORD

Property Owner is:  Same as Applicant  Other Than Applicant

*If property owner is other than the applicant, provide the following information on the property owner(s):*

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

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

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Signage / Awning** (See Signage Worksheet Attached) **Are you in a historic district?**  YES  NO

Circle One: Temporary Banner Canopy / Awning Window Sandwich Board / Freestanding

Building Mounted: Blade Flush Mount

**The fee for a Sign Permit is \$50.00 in accordance with the Town of Boonton Code §300-119.**

### CERTIFICATIONS

*I certify that the foregoing statements and the materials submitted herein are true and accurate, and any incorrect or falsified information will rend this application and approval INVALID and VOID. I further certify that I am the individual applicant, or property owner, and that I am authorized to sign the application. I/we hereby grant(s) permission to members of the various town government boards and agencies involved with this application to enter upon the subject premises for inspection and study pertaining to this application until the application is either granted or denied.*

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

## Signage / Awning Permit Worksheet

(Your signature on the Sign Information Guide & Checklist is **REQUIRED** with application)

### SIGN 1

<b>Location on façade with distance from:</b> Ground: _____ Roof: _____ Right side: _____ Left side: _____	<b>Building Width:</b> _____	<b>Sign Dimensions:</b> Length: _____ Width: _____ Depth: _____
<b>Illumination?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Type:</b> _____	<b>Background Color:</b> _____	<b>Lettering:</b> Style: _____ Size: _____ Color: _____
For window signs, total window area: _____	<input type="checkbox"/> Color rendering of proposed sign <input type="checkbox"/> Photo of existing façade <input type="checkbox"/> Rendering of sign as it would appear on the facade	
For temporary signs, duration requested:    30 days    60 days    90 days    other: _____		

### SIGN 2

<b>Location on façade with distance from:</b> Ground: _____ Roof: _____ Right side: _____ Left side: _____	<b>Building Width:</b> _____	<b>Sign Dimensions:</b> Length: _____ Width: _____ Depth: _____
<b>Illumination?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Type:</b> _____	<b>Background Color:</b> _____	<b>Lettering:</b> Style: _____ Size: _____ Color: _____
For window signs, total window area: _____	<input type="checkbox"/> Color rendering of proposed sign <input type="checkbox"/> Photo of existing façade <input type="checkbox"/> Rendering of sign as it would appear on the facade	
For temporary signs, duration requested:    30 days    60 days    90 days    other: _____		

**- FOR TOWN USE ONLY -**

Fee Remitted: \_\_\_\_\_

Cash     Check # \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Denied by: \_\_\_\_\_

Date Denied: \_\_\_\_\_

Historic Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## HISTORIC DISTRICT ~ SIGNAGE INFO GUIDE & CHECKLIST

This sign guide is designed to provide the applicant with ideas and information to produce a legally permissible sign and to accurately complete a zoning application for consideration by the Town Zoning Officer and Boonton Historic Preservation Commission (BHPC). The checklist also simplifies the Town's Sign Code (§233) as it relates to signage which can be found at [www.boonton.org/government/town-ordinance](http://www.boonton.org/government/town-ordinance) or picked up in the Zoning Department.

### SIGN APPLICATION PROCESS:

- Complete a Sign Application and sign the reverse side of this Info Guidelines & Checklist. The Zoning Applications can be found at <https://www.boonton.org/314/Forms-Permits-Applications> or by visiting the Zoning Officer, Patrick Laverty at Town Hall (973-402-9410 x 632)
- Complete the Sign Application(s)
- Fill out the related fields of the Sign Application including required signatures
- Gather required materials for submission with Sign Application:
  - Photos of existing façade
  - Color rendering of proposed signage
  - Rendering of the sign as it would appear on the facade
- Scan and email or hand deliver the completed application, this signed checklist and your supporting photos/renderings to the Zoning Department no later than 5 business days prior to the next BHPC meeting ([plaverty@boonton.org](mailto:plaverty@boonton.org)).**
- The Zoning & Construction Official approves OR disapproves the ordinance related components of the sign concept and then passes along to the BHPC for hearing and final sign-off
- Once the Zoning Official and BHPC approve the application, an approval is sent to the applicant **within 5 days** of the BHPC hearing and the sign can be manufactured / installed.

### IMPORTANT NOTES:

- Sandwich board signs require a separate application. Please contact Cindy Oravits: [coravits@boonton.org](mailto:coravits@boonton.org) x624.
- Fully completed applications will be scheduled for a BHPC hearing which is held the first Wednesday of every month at 7:30pm**
- Attendance by a representative of the applicant is strongly encouraged at the BHPC hearing.
- Applications will be approved, denied or tabled at the BHPC hearing. Confirmation of all approvals will be forwarded to the applicant via email by the Zoning Officer within 5 days of the hearing.
- Signs cannot be installed until notice of approval is received.
- Handwritten signs are prohibited

### DESIGN HELP IS AVAILABLE:

Before designing your sign, awning or sign lighting (§233-19), it may be helpful to review the Boonton Main Street Inc.'s Design Guidelines Book and the recommendations pursuant to the Secretary of the Interior Guidelines for Historic Restoration and Rehabilitation which can be picked up at the Construction Department or found on-line at: [www.boonton.org/government/boonton-historic-preservation-commission](http://www.boonton.org/government/boonton-historic-preservation-commission).

### IMPORTANT QUESTIONS & INFORMATION TO CONSIDER:

- Prohibited signage includes (§233-20): flashing, chaser, or running lights, wind signs, pennants,
- spinners, internally lit/backlit signs (i.e. light boxes), LED signs and any sign which would be hazardous to pedestrian / vehicle traffic
- Does the sign meet the legally required measurement specifications?
- Do I want to illuminate my sign? (Sign lighting requires BHPC approval – prohibited sign lighting: §233-20)

### DESIGN CONSIDERATIONS:

- Do I want the business name, phone number, website or other contact information on the sign?
- Is the wording on the sign visible, clear to both pedestrians and passing cars and correctly proportioned?
- Is the sign historically relevant and related to the building?  Color  Font  Contrast  Images

# HISTORIC DISTRICT ~ SIGNAGE INFO GUIDE & CHECKLIST

## MEASUREMENT / RELATED REQUIREMENTS:

- Awnings** – Building permit required (Email the Construction Department for further details ([swillenborg@boonton.org](mailto:swillenborg@boonton.org)))
- Window signs (§233-17)**
  - o One neon sign not to exceed 4 sq. ft.
  - o Each window sign cannot exceed 33 1/3% of any one full window area
- Ground signs (§233-3)**
  - o Must be anchored within the ground - not attached to a building or structure.
  - o Email the Construction Department for further details ([swillenborg@boonton.org](mailto:swillenborg@boonton.org))
- Temporary signs (§233-18)**
  - o Temporary window signs cannot exceed 25% of the window area
  - o Allowed for 30 consecutive days (an additional 30 days is permissible)
  - o Real estate & campaign signs permitted
- Sandwich Board / Free-standing Sidewalk Signs (§233-3.1)**
  - o No more than 45 inches high by 24 inches wide, to be approved by the Town Clerk – Cindy Oravits ([coravits@boonton.org](mailto:coravits@boonton.org) or x624)
- Blade Signs/Projecting Signs (§233-5)**
  - o No more than 1 ft. thick
  - o Cannot extend more than 12 inches from building
  - o Lowest point of sign must be no less than 10 ft. above the sidewalk
  - o Cannot project more than 6 ft. from the building and/or within 1 ft. of the curb
  - o Cannot be higher than highest point of the building
- Sign Lighting (§233-20)**
  - o Requires BHPC approval
  - o Flashing, animated, fluttering or rating signs (with the exception of barber poles) or signs with the optical illusion of movement, including running or chaser lights are prohibited.
  - o Internally illuminated signs using gas, chemical or fluorescent colors, including white, where tubing is visible. This includes all signs are prohibited.
  - o LED (light-emitting diode) signs are prohibited; however, the use of LED technology as an indirect light source for signs is permitted provided the LED source is not visible or used to comprise any part of the sign lettering, logo or external display face.

## STILL HAVE QUESTIONS?

- All codes referenced in this checklist (i.e. §233-5) can be found in detail at [www.boonton.org/government/townordinance](http://www.boonton.org/government/townordinance) or picked up in the Zoning Department.
- You may call or email the Zoning Officer at [plaverty@boonton.org](mailto:plaverty@boonton.org) or (973) 402-9410 x632.

I have read the above information and will adhere to town code as it relates to my sign and the approval process.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date