

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: _____

<u>Signage / Awning</u> (See Signage Worksheet Attached)	Are you in a historic district? <input type="checkbox"/> YES <input type="checkbox"/> NO
Circle One: Temporary Banner Canopy / Awning Window Sandwich Board / Freestanding	
Building Mounted: Blade Flush Mount	

The fee for a Sign Permit is \$40.00 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

Location on façade with distance from: Ground: _____ Roof: _____ Right side: _____ Left side: _____	Building Width: _____	Sign Dimensions: Length: _____ Width: _____ Depth: _____
Illumination? <input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____	Background Color: _____	Lettering: 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

Location on façade with distance from: Ground: _____ Roof: _____ Right side: _____ Left side: _____	Building Width: _____	Sign Dimensions: Length: _____ Width: _____ Depth: _____
Illumination? <input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____	Background Color: _____	Lettering: 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 # _____

Date Received: _____

Received By: _____

Date Approved: _____

Approved By: _____

Date Denied: _____

Denied By: _____

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 an application for consideration by the Town Zoning Office 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 or picked up in the Construction / Zoning Department.

SIGN APPLICATION PROCESS:

- Complete the sign application. The applications can be found at www.boonton.org/forms-permits or by visiting the Zoning Official, Patrick Laverty at Town Hall. For questions please call Patrick at (973) 402-9410, ext. 632;
- Fill out the related fields including the required signatures and the signage worksheet on the reverse side of the Application (*landlord signature is required on the Application*);
- Gather required materials for submission with Application;
- Photos of existing façade;
- Color rendering of proposed signage;
- Rendering of the sign as it would appear on the façade;

Mail or hand deliver the completed Sign Application, this signed checklist, \$40.00 fee, and your supporting photos/renderings to the Zoning Department no later than 5 business days prior to the next BHPC meeting.

The Zoning Official and Construction Official will **approve OR disapprove** the ordinance related components of the sign concept, and then pass this Application along to the BHPC for hearing and final approval.

Once the Zoning Official and BHPC approve the Application, an approval will be sent to the applicant **within 5 days** of the BHPC hearing, and then the sign can be manufactured and installed.

IMPORTANT NOTES:

- Sandwich Board Signs require a separate application. Please contact Cindy Oravits; coravits@boonton.org
- Fully completed Sign Applications** will be scheduled for a BHPC hearing, which are held the first Wednesday of every month at 7:30pm. For scheduled dates visit www.boonton.org/government/public-meetings-minutes
- Attendance at the BHPC hearing is **required** by the applicant or applicant's representative.
- Applications can be approved, denied, or tabled at the BHPC hearing. Confirmation of all approvals will be forwarded to the applicant via email from the Zoning Department **within 5 days** of the hearing.
- Signs **cannot** be installed until notice of approval is received by the applicant.
- Handwritten signs are strictly **prohibited**.

DESIGN HELP IS AVAILABLE:

Before designing your sign, awning, or sign lighting in accordance with §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 Zoning Department or found on-line at: www.boonton.org/government/boonton-historic-preservation-commission.

IMPORTANT QUESTIONS & INFORMATION TO CONSIDER:

- Prohibited signage includes, but is not limited to, flashing, animated, chaser or running lights, wind signs such as pennants or spinners, internally illuminated signs such as light boxes, neon, neon-like, or fluorescent neon, LED signs, and any sign which would be hazardous to pedestrian / vehicle traffic. For a full list of prohibited signs see the Town code §233-20.
- Does the sign meet the legally required measurement specifications? (see reverse side)
- Is the sign illuminated? (Sign lighting requires BHPC approval. For prohibited sign lighting see the Town code §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
 - Contact Steven Willenborg in the Construction Department; swillenborg@boonton.org or (973) 402-9410, ext. 630
- Window Signs (§233-17)**
 - One neon sign not to exceed 4 sq. ft.
 - Each window sign cannot exceed 33 1/3% of any one full window area
- Ground Signs (§233-3)**
 - Must be anchored into the ground - not attached to a building or structure.
 - Contact Steven Willenborg in the Construction Department; swillenborg@boonton.org or (973) 402-9410, ext. 630
- Temporary Signs (§233-18)**
 - Temporary window signs cannot exceed 25% of the window area allowed for 30 consecutive days (an additional 30 days is permissible upon written request)
 - Real estate & campaign signs are permitted
- Sandwich Board / Free-Standing Sidewalk Signs (§233-3.1)**
 - No more than 45 inches high by 24 inches wide
 - Approved by the Town Clerk, contact Cindy Oravits; coravits@boonton.org or (973) 402-9410, ext. 624
- Blade Signs / Projecting Signs (§233-5)**
 - No more than 1 foot thick
 - Cannot extend more than 12 inches from building
 - Lowest point of sign must be no less than 10 feet above the sidewalk
 - Cannot project more than 6 feet from the building and/or within 1 foot of the curb
 - Cannot be higher than highest point of the building
- Sign Lighting (§233-20)**
 - Requires BHPC approval
 - Flashing, animated, fluttering or rotating signs (with the exception of barber poles) or signs with the optical illusion of movement, including running or chaser lights are prohibited.
 - Internally illuminated signs using gas, chemical or fluorescent colors, including white, where tubing is visible, are prohibited on all signs.
 - 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, §233-5, can be found in detail at www.boonton.org/government/townordinance or picked up in the Zoning / Construction Department.
- You may call or email the Zoning Department at plaverty@boonton.org or (973) 402-9410, ext. 632.

By affixing my signature below, I am hereby stating that I have read the above information and will adhere to town code as it relates to my sign and the application and approval process.

(Signature of Applicant)

(Date)