



BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT OFFICE
324 WEST MAIN STREET **PHONE: 610-683-3290**
KUTZTOWN, PA 19530-1606 **FAX: 610-683-3537**

APPLICATION FOR SIGN PERMIT
(UNDER 32 S.F. or BANNER or VINYL/PAINT)

Location of proposed sign _____ Width of building _____

Two sketches showing the type, size, shape and wording of each proposed sign and the location of the building, and building dimensions, shall be submitted with this application. A zoning application must also be submitted with this application.

Type of proposed sign:	Size of proposed sign:	<u>Sign #1</u>	<u>Sign #2</u>	<u>Sign #3</u>
<input type="checkbox"/> Flush	Height	_____	_____	_____
<input type="checkbox"/> Free-standing	Width	_____	_____	_____
<input type="checkbox"/> Projecting	Square footage	_____	_____	_____
<input type="checkbox"/> Sandwich (A-frame)	Projection	_____	_____	_____
	Sidewalk distance	_____	_____	_____
		Bottom / Top	Bottom / Top	Bottom / Top

Material _____ Type of Illumination _____

PA One Call I.D. Number _____ Date _____

	Name	Address	Phone
Property Owner			
	Email:		
Applicant			
	Email:		
Contractor			
	Email:		

*We hereby agree that all proposed work will conform to the applicable ordinances and regulations and the Code of the Borough of Kutztown and the regulations of the Commonwealth of Pennsylvania.

Applicant _____
Print Name Signature* Date

Owner _____
Print Name Signature* Date

INCOMPLETE APPLICATION SHALL BE RETURNED.

**ANY WORK THAT CREATES A NUISANCE IS PROHIBITED AT NIGHT AND ON SUNDAYS
AND/OR HOLIDAYS, EXCEPT UPON WRITTEN AUTHORIZATION ISSUED BY THE
BOROUGH COMMUNITY DEVELOPMENT OFFICE.**

NIGHT IS ½ HOUR BEFORE SUNSET AND ½ HOUR AFTER SUNRISE.

Permitted Work _____

Location _____ PIN _____

Use Group _____ Type of Construction _____

Comments: _____

Reviewed for compliance with Chapter 225 "Zoning" of the Code of the Borough of Kutztown and

☐ Approved

☐ Approved as noted

☐ Not Approved;

Appeal Notice Issued ☐ Yes ☐ No

By _____ Date _____

☐ **THE UNDERSIGNED HEREBY ACKNOWLEDGES AND ACCEPTS THE CONDITIONS OF APPROVAL AS NOTED ABOVE AND ON THE PLAN(S) MARKED “APPROVED AS NOTED.”**

Signature _____

Date _____

Fees: See § A231-1.20.A(1)(d) of the Kutztown Code.	New Signage:	Square footage	x \$ S.F. Costs	\$
			Permit Fee	\$

Permit Number _____

☐ Credit Card

☐ Cash

☐ Check # _____

Date _____

Paid _____

Received
By _____



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Plot Plan Submission

This affidavit must be completed and returned with the plot plan drawing below.

A site and/or plot plan(s) will be drawn to scale showing the location, dimensions and height of proposed buildings, structures, or uses and any existing buildings in relation to property right -of-way, width of right-of-way, easements and sight triangles. If the application relates to property, which is to be scheduled to be developed in subsequent stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property. A site and or plot plan(s) drawn with approximate dimensions are the sole responsibility of the property owner/applicant who can and will be held accountable for submission of incorrect information relative to plans and dimensions.

Signed: _____
Owner/Applicant

Date: _____

Updated form: October 2020

**Kutztown Borough
Plot Plan**

Property Address: _____

North

Property Owner: _____

Outline the shape of the building lot, show dimensions and locate north point. Outline building to be constructed, designate any other building on the same plot, show dimensions, show set back of front yard, rear yard and side yards, and locate water well, sanitary sewer system and driveways.