

Madison ZPA #: _____ Date Received: _____
Block: _____ Lot: _____ Zone: _____
Historic District: [] Yes [] No
Prior Site Plan or Associated Master Signage Plan: [] Yes [] No
If yes, Case No: _____

BOROUGH OF MADISON
SIGN PERMIT APPLICATION

LAND USE CODE CHAPTER 195-34
AND SCHEDULE IV

[CLICK HERE TO ACCESS BOROUGH CODE](#)

Please complete all fields and provide all information requested

1. Address of Property: _____ Name of Business: _____
2. Name of Applicant or Authorized Agent: _____
3. Applicant's Address: _____
4. Phone: _____ Fax: _____ E-Mail Address: _____
5. Name of Property Owner: _____
6. Phone: _____ Fax: _____ E-Mail Address: _____
7. Property Owner's Address: _____
8. Permit Fees:
 - [] New or Modified Permanent Signage (Complete Package) \$100.00
 - [] Refacing of Previously Approved Signage \$25.00
 - [] Additional Signage to Previously Approved Application (Within 36 Months) \$25.00
 - [] Temporary Signage, Start Date: _____ End Date: _____ \$25.00

(Note: Temporary Signage typically allowed up to 45 days maximum, per 6 month period. Waiver available for Business Special Occasions)
9. Payment Received: [] Cash or [] Check, No. _____ Amount: _____

The following MUST be included with this application:

- [] Property Owner's Letter of Approval for Proposed Signage
- [] Certificate of Insurance (Sandwich Boards REQUIRE a COI listing Borough of Madison as additional insured)
- [] Existing & Proposed Photo Rendering(s) (Overlaid On Location Image and To Scale, All Dimensions Must Be Included)

All Applications Require the Review and Approval of the Zoning Officer, Prior to Review by Sign & Façade/HPC

[CLICK HERE FOR COMPLETE SCHEDULE OF SIGNAGE REGULATIONS](#)

FOR EACH SIGN PLEASE PROVIDE THE FOLLOWING: (ATTACH SEPARATE SHEETS AND IMAGES AS NECESSARY)

- [] **BUILDING MOUNTED SIGNS** (INCLUDES DIRECT MOUNT, CANOPY AND HANGING TYPE) **QUANTITY:** _____
 - Accurate Sign & Associated Dimensions
 - Light Fixture Type (provide cut sheet)
 - Light Fixture Lamp Type & Color (i.e., CFL, 4,000k)
 - Font Styles, Sizes, PMS Colors, etc.
 - Background/Itemized PMS Colors, etc.
 - Mounting Details and Material Types
- [] **WINDOW SIGNS** (INCLUDES ALL PAINTED/APPLIED TEXT) **QUANTITY:** _____
 - Accurate Sign & Associated Dimensions
 - Light Fixture Type (provide cut sheet)
 - Light Fixture Lamp Type & Color (i.e., CFL, 4,000k)
 - Font Styles, Sizes, PMS Colors, etc.
 - Background/Itemized PMS Colors, etc.
- [] **SANDWICH BOARD** (ALL FREESTANDING A-FRAME INCLUDES CHALKBOARDS) **QUANTITY:** N/A*
 - Accurate Sign & Associated Dimensions
 - Accurate Location
 - Material Types
 - Font Styles, Sizes, PMS Colors, etc.
 - Background/Itemized PMS Colors, etc.
 - Sandwich Boards **REQUIRE** a COI listing Borough of Madison as additional insured
 - Only one permitted per business in allowed zones*
- [] **TEMPORARY/BANNER** (DOES NOT INCLUDE COROPLAST ROADWAY SIGNS) **QUANTITY:** _____
 - Accurate Sign & Associated Dimensions
 - Accurate Location
 - All Such Signs Shall Be Of Professional Quality
 - Mounting Details and Material Types

I (we) hereby declare and represent to the Borough of Madison that the statements in this application are true and are of sufficient detail for the Zoning Official to issue a Sign Permit Application decision.

Signature of Applicant or Authorized Agent: _____ Date: _____