



BOROUGH OF GETTYSBURG
Sign Permit Application
\$40.00 permit fee

Site Location: _____

1. Applicant: _____

Address: _____

Phone #: _____ Email: _____

2. Property Owner: _____

Address: _____

Phone #: _____ Email: _____

3. Contractor: _____

Address: _____

Phone #: _____

Width of Lot _____ **Total Square Footage of Signage** _____

Type of Sign Portable Wall Projecting Monument Pole Window Other

Has a Certificate of Use and Occupancy Been Issued for the Use of the Property? Yes No

Date Certificate of Use and Occupancy Was Issued _____

Description of Sign: Describe the sign in reasonable detail including dimensions of sign. Provide two color drawings and/or photographs of the sign and another of the building indicating the location of the sign. See application checklist.

Signature of Applicant: _____ **Date:** _____

Office Use Only

Historic District: ____ Yes ____ No **Planning Administrative Approval** ____ Yes ____ No

HARB: ____ Yes ____ No **Date** _____

Total Square Footage: _____ **Fee:** \$ _____ **Date** _____ **Permit #** _____

Signature

Date

Sign Permit Application Checklist

- The amount of signage permitted is limited to one square foot per linear footage of the front of the property to a maximum of 50 square feet.
- A site plan showing the position of the sign in relation to nearby buildings or structures.
- Photographs of the building or site where the sign is to be installed, as well as the adjacent buildings.
- Two (2) blueprints or ink drawings, an electronic PDF file, or a computer generated drawing of the design to scale, to include plans, specifications and dimensions, materials, lighting, weight, method of construction and method of attachment to the building or the ground, or other structure. See sample below.
- The installer of any sign within the public right of way, shall provide a certificate of liability insurance for a minimum of \$1,000,000 listing the Borough of Gettysburg as an additional insured.
- Name and address of the person installing the sign.
- Any UCC permit required and issued for said sign.
- Any sidewalk permit required and issued for said sign.

Such other information as may be required by the Borough to show full compliance with this Chapter and all other laws and ordinances of the Borough.

- A sign advertising the sale of tickets for tours and special events is allowed only if the tickets are sold on the premises. Documentation signed by the owner of the on-premise business must be provided.

