

**Temporary Sign Application**  
**Instructions and Check List**

Please provide the following information when making an application for a temporary sign permit.

**All Applications**

- \_\_\_\_\_ Application for Temporary Sign Permit.
- \_\_\_\_\_ Check in the amount of \$15.00 for review. This is a non-refundable review fee. If a permit is approved and issued, the \$15.00 will be applied to the appropriate permit fee which will be due at issuance of the permit.
- \_\_\_\_\_ Drawing of the proposed sign showing dimensions.
- \_\_\_\_\_ Location of proposed sign on the building or property.
- \_\_\_\_\_ Drawing or photo showing all other existing signs on property/building as appropriate.

**Sandwich Board Sign**

- \_\_\_\_\_ Certificate of Insurance providing a minimum of \$500,000 comprehensive general liability coverage and listing the Borough of Franklin as an additional insured.
- \_\_\_\_\_ Survey or drawing of the area where the proposed sign is to be located indicating the setback from the property line and edge of pavement.

**Banner Sign**

- \_\_\_\_\_ If the banner sign is to be located on the building, a drawing of the building face where the proposed sign shall be located. Also, a drawing or photo showing all existing signage on the building face.
- \_\_\_\_\_ If the banner sign is to be located elsewhere on the property, a survey showing where the proposed sign is to be located showing setbacks from the property line, building, and any other structures on the property.
- \_\_\_\_\_ Drawings showing how the sign will be secured to the building, ground or other structure.

**Permanent Window Sign**

- \_\_\_\_\_ Drawing or photo showing all existing signs on the face of the building.
- \_\_\_\_\_ Height and width of the building.
- \_\_\_\_\_ Height and width of the window where the proposed sign is to be located.
- \_\_\_\_\_ Dimensions, location, and a drawing or photo of all other existing window signs (temporary or permanent).

If you have any questions regarding the application, please contact the Zoning Officer at 973-827-9280, X113. My office hours are Monday, 8:00 to 4:00, Wednesday, 8:30 to 4:00, and Thursday, 12:00 to 4:00.