

304 South State Street  
Clarks Summit, PA 18411

Phone 570-585-4811  
Fax 570-586-3024

## SIGN PERMIT APPLICATION INSTRUCTIONS TO APPLICANTS

When submitting an Application for a Borough Sign Permit, the following items are required:

1. A completed application form.  
It is not necessary that you "squeeze" the "Plot plan of proposed project" into the space provided. You may use an attachment with the drawing. The drawing must include:
  - Lot size/dimensions
  - Location and measurements of existing structures
  - Front, Rear and Side yard setbacks
  - The proposed Sign, etc. represented in a dotted line.
2. A copy of the current deed to the property.
3. A copy of any decision or actions by the Borough Zoning Hearing Board, and/or Planning Commission, and/or Council, if applicable.
4. The following Contractor information:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ Federal ID # \_\_\_\_\_  
Plus a Copy of their Certificate of Insurance of having General Liability and Workman's Compensation Insurance. In lieu of not having Workman's Compensation Insurance, contractor must complete and have notarized Workman's Compensation Insurance-Coverage Information Form attached.
5. The Borough and/or any authorized agent may request/require additional items or information while reviewing this application.
6. The Zoning Officer and/or his Assistant will take pictures of the Sign.
7. Permittee must report any changes in the sign to the Zoning Officer prior to installation. All changes must be approved.

DATE RECEIVED: \_\_\_\_\_

REC. BY: \_\_\_\_\_

**SIGN PERMIT APPLICATION**

(In accordance with the Clarks Summit Zoning Ordinance)

**Property Owners Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone #: \_\_\_\_\_

**Project information:**

( ) Erect a new: \_\_\_\_\_ (Wall, Ground, Billboard, Window, Directory, etc) sign.

( ) Renovation of existing: \_\_\_\_\_ ( Wall, Ground, Billboard, Window, Directory, etc) sign.

Location of sign: \_\_\_\_\_

Proposed sign (dimensions): \_\_\_\_\_

Is sign lighted? \_\_\_\_\_ If so, How: \_\_\_\_\_

Front Setback: \_\_\_\_\_ Side Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_

Estimated Construction cost: \_\_\_\_\_

**Property Information:**

Property Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Lot (dimensions): \_\_\_\_\_ X \_\_\_\_\_ Sq.- Ft: \_\_\_\_\_

Existing Buildings (dimensions): \_\_\_\_\_ X \_\_\_\_\_ Sq.-Ft: \_\_\_\_\_

I [we] hereby represent that the information provided herein submitted is true, correct and agree to obey all of the Ordinances and Laws of the Borough of Clark Summit and the Commonwealth of Pennsylvania concerning Building and Zoning Regulations. I/We, the permittee, understands that this permitted sign is subject to the regulations of §27-506, as amended of the Borough's Zoning Ordinance.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Applicant's Signature

An affidavit or lease signed by the owner may waive that signature.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS (STREET, PO BOX): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

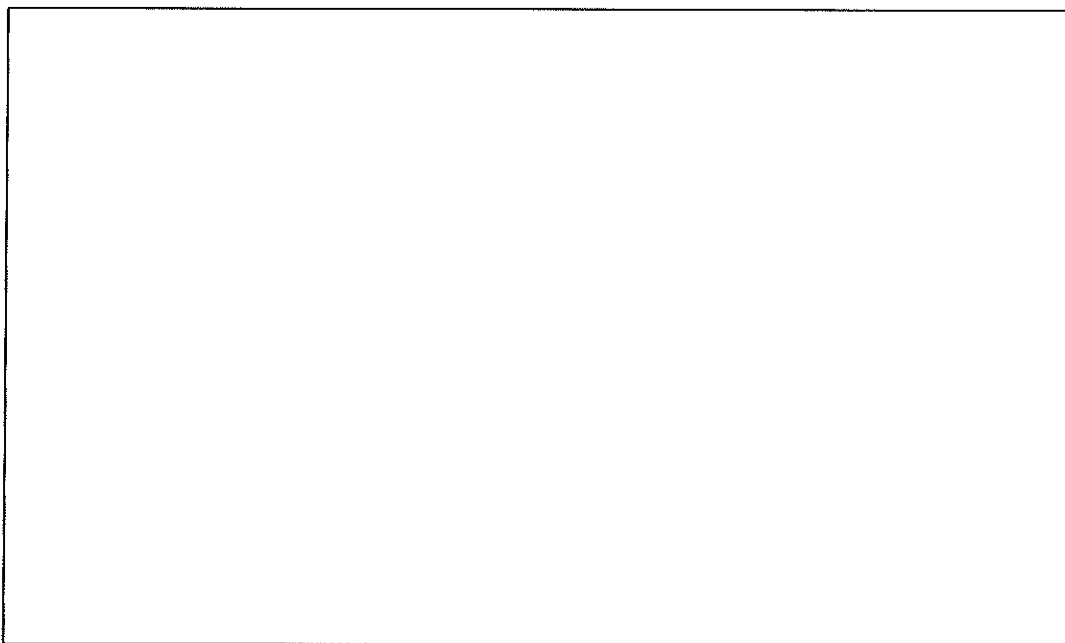
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INTEREST IN PROPERTY:  Owner,  Tenant,  Agreement of Sale,  Other

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**PLOT PLAN SKETCH**

Rear Footage



S  
I  
D  
E  
  
F  
O  
O  
T  
A  
G  
E

Front Footage

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**Borough Use Only**

Fee: **\$50.00+\$5 for every \$1,000 est. construction cost** \$ \_\_\_\_\_ Total

Denied/Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_ Code Enforcement Officer: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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