

**Mount Holly Township**  
**Zoning Application for a Sign Permit**  
23 Washington St  
Mount Holly, NJ 08060  
609-267-6633(p) 609-267-6295 (f)

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

Block/ Lot: \_\_\_\_\_ Historic District:    yes / no \_\_\_\_\_

Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Sign: Façade \_\_\_\_\_ Freestanding \_\_\_\_\_ Other \_\_\_\_\_

(if other please describe) \_\_\_\_\_

If Banner List Dates Banner to be Displayed \_\_\_\_\_ **(30 days maximum)**

Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_

Dimensions of Proposed Sign: \_\_\_\_\_ **(Banners 30 sqft max)**

Lot Frontage: \_\_\_\_\_ Sq. Ft. of Bldg. Façade: \_\_\_\_\_

Height of Building: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

List all existing Signs on Property and size of each sign:

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his or her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Owner or Agent \_\_\_\_\_ Date \_\_\_\_\_

Agent/ Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

## Mount Holly Township Application for a Sign Permit

1. You may apply for a Sign Permit at the Construction Office located at 23 Washington St, 3<sup>rd</sup> Floor (609-267-6633) between 7:30 and 3:00pm, Monday - Friday. (If you require additional permits (ex: Building or Electrical) you must do so at the Construction Office, 23 Washington St. (609-267-6633) between 7:30am and 3:00pm, Monday thru Friday.
2. Return all completed applications to the office you obtained them from.
3. When you return your Sign Permit Application you will also need to include the following items:
  - A. A sketch or picture of the proposed sign. Indicate dimension and colors.
  - B. For a facade sign, a drawing shall be provided showing the building facade and the proposed sign. The sign must be shown exactly as it will appear on the building.
  - C. For a freestanding sign, please include a plot plan. This must show your property boundaries, and drawn to scale, all improvements on your property, such as buildings, sheds, parking lots, driveways, etc. The proposed sign shall be shown on this plan and you must show the setback dimensions for each sign.
  - D. The plan must indicate the location and size of all existing signs on the property (freestanding, facade, temporary), including the proposed sign.
  - E. For temporary signs/banners (used only for Non-profit organization event signs), include a sketch and location where signs will be displayed. The permit for temporary signs/banners shall be for a period not to exceed 30 days.
4. Please be sure to fill out all applications completely. Any missing information will delay the processing of the permit.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT  
THE APPROPRIATE OFFICE FOR ASSISTANCE.