



Warren County Planning & Zoning

Signs: Zoning Permit Application



PROJECT LOCATION / PROPERTY OWNER & APPLICANT INFORMATION			
1	Project Location- (street, City, State, Zip):		
	Municipality:	Lot Size (acres / ft ²):	Parcel ID #
2	Name of Applicant:		Phone:
	Mailing Address:		City:
	State	Zip Code:	Email Address:
3	Name of Property Owner(s): <input type="checkbox"/> Same as Applicant		Phone:
	Mailing Address		City:
	State	Zip Code	Email Address
4	Name of Contractor/Builder:		Phone
	Email Address		

PROPOSED PROJECT: TYPE OF WORK	
	Describe the proposed sign(s) and its intended purpose:
5	Check each box that best describes the type of sign to be erected: <input type="checkbox"/> Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Pole Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Temporary promotional device, sign, banner, display <input type="checkbox"/> Directional ground sign <input type="checkbox"/> multi-tenant identification sign (Shopping Center) <input type="checkbox"/> Outdoor Advertising Device (Billboard) <input type="checkbox"/> Other (describe):
	The sign is: <input type="checkbox"/> illuminated <input type="checkbox"/> non-illuminated
	The sign(s) will be: <input type="checkbox"/> on-premise: describe location: _____ <input type="checkbox"/> off-premise: _____ miles from the establishment
	Will the sign be located on a designated scenic or other byway (i.e., Route 59, Route 6) <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the issuance of this permit application resolve an open violation? <input type="checkbox"/> Yes <input type="checkbox"/> No



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PROPOSED SIGN DETAILS (1)				
SIGN DIMENSIONS	Length of sign face:	Height of sign face:	Depth:	Total Sqft (Sign Face only):
	Height from the ground to top of sign when erected:		Height from the ground to the bottom of sign face when erected:	
6	What material is being used to construct the sign?			
	Total linear feet of horizontal building façade (for wall signs):			
	Will the placement of the sign interfere with the required free sight triangle (see Section 507.3.5.2) or pedestrian or traffic visibility? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	For wall signs; how far will the sign project from the building façade to which it is attached?			
	Will the sign be placed on the roof or extend above the height of the building? <input type="checkbox"/> placed on the roof <input type="checkbox"/> sign will extend above building height <input type="checkbox"/> N/A			
	Construction Start Date:		Construction Completion Date:	

EXISTING SIGNS	
7	List the total square feet, location and purpose off each sign currently on and off the property:

For the application of multiple signs, please complete pages 1 & 2, for each sign, and submit along with page 3. The first sign is \$20. Each additional sign/application is \$5.



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Understandings & Agreements

8 Acknowledgement of Requirements
 I, the undersigned, hereby authorize Warren County Planning & Zoning to communicate with me and/or my designated representative via electronic mail (email) for all matters relating to this permit application, including but not limited to notifications, requests for additional information, determinations, and final decisions.

Signature:	
Printed Name:	

I do not have an email address and wish to communicate by telephone and/or mail.

I hereby confirm that I have the legal authority to grant this authorization and certify that the information provided in this application, as well as any attached documents, is true and accurate to the best of my knowledge. The applicant understands and agrees that any errors, misstatements, or misrepresentations of material facts, whether intentional or not, may result in the denial of this application.

Additionally, any changes in the location, size, or use of the structure or land after the issuance of this permit, without prior approval from the Zoning Officer or Zoning Hearing Board (ZHB), will be grounds for revocation of this permit.

The applicant agrees to permit the Zoning Officer or an appointed assistant to inspect all structures and land related to this application. Once construction is complete, the applicant agrees to contact the Zoning Officer to schedule the necessary final inspections on-site.

<input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Authorized Representative
Signature:

Permit #	FOR OFFICE USE ONLY	Date Filed:
Parcel/Tax ID:	Zoning District:	
Plot Plan _____	SWM Plan _____	Sewage Permit # _____ issued on _____
FEE: \$ _____	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CC	DATE REC'D _____
Flood Zone: _____	<input type="checkbox"/> Floodway Flood Map Panel # _____	Map Date _____
<input type="checkbox"/> Requires Variance, Special Exception or Conditional Use <input type="checkbox"/> Approved <input type="checkbox"/> Denied on _____		ZHB Permit #: _____
ZONING PERMIT: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED on ____/____/____ by _____		
Notes:		
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Floodplain Development	Violation#: _____ <input type="checkbox"/> N/A



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INFORMATION

APPROVED STORMWATER MANAGEMENT PLAN

In every municipality, a stormwater management plan (SWM) is required whenever 2,500 square feet or more of impervious surface is proposed. Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds, similar structures, gravel & paved driveways, and any new streets or sidewalks. *Certain municipalities require the applicant to submit a SWM for all projects, regardless of size. Check with your municipality or zoning officer to determine whether a SWM plan is required.*

SURVEY

The zoning officer may require a survey map if the submitted plans are insufficient to confirm compliance or when accurate property boundary information cannot be verified.

PLOT PLAN

The applicant is required to submit a plot plan of the property showing property lines, existing structures (buildings, driveway, pools, fences), and proposed new structure, additions, or changes. This acts as a bird's-eye map, illustrating the layout and features of a parcel of land to verify everything fits within the legal boundaries. The Zoning Officer can provide an aerial view of the parcel upon request. An example and additional instructions are provided in section 11 of this application.

FEE

The applicable zoning permit fee is required to be submitted with the zoning permit application. See section 10 of this application to review the fee schedule. (Fees are subject to change)

FLOODPLAIN DEVELOPMENT

For development either entirely or partially within a Special Flood Hazard Area, the applicant may need to complete the Supplemental Floodplain Development Permit Application. Projects located in the floodplain may require additional review, documentation, and coordination with qualified professionals, which can increase both project timelines and costs.

BUILDING PERMIT

9 In addition to the Zoning Permit, a Building Permit may also be required for your project. While the zoning permit confirms your project is in compliance with local land-use rules (what you can build, where you can build and how it can be used), the building permit ensures the actual construction meets safety and code standards (how you build it).

ZONING HEARING BOARD (ZHB)

Depending on the project, approval from the Zoning Hearing Board may be required before a zoning permit can be issued by the zoning officer. Pursuant to Article VIII Section 808 of the Warren County Zoning Ordinance, the Zoning Hearing Board has several functions, including, but not limited to, making decisions on application requests for Variances and Special Exceptions and Appeals from the determination of the Zoning Officer. A \$450 fee is required to apply to the Zoning Hearing Board.

When is an application considered complete?

An application is complete when all required documents and fees have been received by the zoning officer. That may include, but is not limited to, a signed and completed zoning permit application, plot plan and/or survey, zoning permit fee, a sewage permit, a SWM plan, and, in some cases, approval from the Zoning Hearing Board.

When would a zoning permit application be denied? What can I do?

Several factors could result in the denial of a zoning permit application, such as non-compliance with the Warren County Zoning Ordinance (i.e, prohibited use, dimensional violations, insufficient services) and incomplete or inaccurate documentation. Pursuant to Section 808 of the Warren County Zoning Ordinance, any person aggrieved by any action or decision of the zoning officer concerning the administration of the provisions of the Warren County Ordinance may appeal to the Zoning Hearing Board. Such an appeal must be filed, in writing, within 30 days after the decision or action of the zoning officer. The completed appeal application and fee must be submitted to the Planning & Zoning Office within that timeframe. There is a \$450 filing fee due at the time the application is submitted. A public hearing would be scheduled within 60 days. Notice of the time and place of the hearing would be given to all parties.

WARREN COUNTY ZONING ORDINANCE

The Warren County Zoning Ordinance can be viewed on the County's website. <https://www.warrencountypa.gov/1197/Planning-Zoning>



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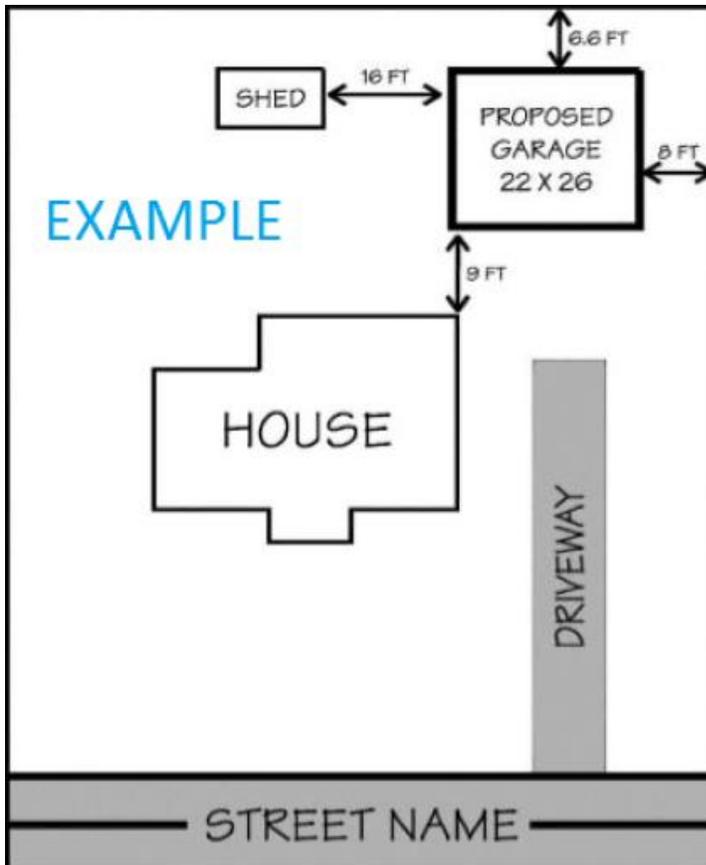
ZONING PERMIT FEE SCHEDULE

Commercial / Industrial		Residential / Agricultural / Accessory	
0 - 2,000 sqft	\$150	0 - 300 sqft	\$20
2,001 – 5,000 sqft	\$300	301 – 1,000 sqft	\$35
5,001 – 7,500 sqft	\$400	\$1,001 – 2,000 sqft	\$45
7,501 – 10,000 sqft	\$600		
Add \$20.00 for each additional 1,000 square feet square feet		Add \$10.00 for each additional 1,000 square feet	
Pool Permits: \$20	Signs: \$20 +5.00 ea additional sign/application	Change of Use / Home Occupation: \$20	
SITE VISIT : \$25.00			
FLOODPLAIN DEVELOPMENT PERMIT: \$50.00 / subsequent site visits \$25.00/ visit			
Zoning Hearing Board - \$450		Zoning Ordinance Amendment - \$450	
Please make checks payable to: Warren County Planning & Zoning RETURN CHECK FEE \$30.00			

Please note: Zoning Permits will be issued via email; Hard Copies are available upon request.

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SAMPLE PLOT PLAN & INSTRUCTIONS



The Site Plan *MUST* include:

- All current structures located on the property: Home, garage, shed, pools, etc.
- All property lines
- Location & dimensions of ALL proposed structures
- ALL SETBACKS (distances from new structures to the nearest property line or right-of-way)
- All Street/Road Names / Locations
- All Streams, Rivers, Drainage Ditches, etc.
- All rights-of-way or easements
- All locations of on-lot septic systems or municipal sewer connections

****The plot plan does not have to be to scale.**