



POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: info@polktwp.org

POLK TOWNSHIP SIGN PERMIT APPLICATION

Depending on the type of sign, application may warrant building permits.

Fees to be paid when picking up permits and in the form of cash or check payable to POLK TOWNSHIP.

A nonrefundable \$50 fee must accompany the applications.

When permits are issued, the Township will call you that your permits are ready.

ZONING PERMITS will be submitted to the Zoning Officer at Polk Township.

For any Zoning questions, please contact:

Tracy Herman

Polk Township Zoning and Codes Enforcement Officer

Office: (610) 681-5376

Email: zoning@polktwp.org

Application Date _____

Address _____

14 Digit PIN _____

Owner of Property _____

Phone _____

Address _____

Email _____

Contractor _____

Phone _____

Address _____

Email _____

Applicant _____

Phone _____

Address _____

Email _____

Zoning District RR () R1 () R2 () R3 ()

C () I ()

Lot Size _____

Lot Coverage _____

The undersigned hereby applies for a sign permit to:

- | | |
|---|---|
| ☐ erect a new sign | ☐ repair or repaint |
| ☐ relocate an existing sign | ☐ Other: _____ |
| ☐ alter a sign | |

Type of sign to be erected:

- | | |
|--|--------------------------------------|
| ☐ Directional | ☐ Billboard Type |
| ☐ On-site free-standing | ☐ Political |
| ☐ Off-site free-standing | ☐ Event |
| ☐ Wall Sign | ☐ Other: _____ |
| ☐ Projecting Sign | |

Location of Proposed Sign:

Distance from edge of Right-Of-Way: _____

Distance from adjacent property line: _____

Please list other information: _____

Description of Proposed Sign:

Size/Outer Dimensions _____ Height _____ Material: _____

Colors (background, lettering, etc): _____

Complete Text of sign: _____

Is the sign single or double sided? _____

Will the sign be illuminated: NO YES If Yes, please give details of illumination such as color, type, lumens, amperage:

A detailed drawing of the proposed sign and plot plan to scale showing the proposed location, property boundaries, right of ways must be attached and be a part of this application. Include a sketch of the sign with the proposed text.

I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge.

Applicant Signature: _____

Date

A MATTER OF “LIFE” OR “DEATH”

If we can’t find you, we can’t help you!

Polk Township Ordinance 2011-03 adopted 6/27/11 requires reflective E-911 sign be placed at all driveway entrances to all properties with principal structures. To view the entire Ordinance, please call the Polk Township Office during regular business hours.

Certificate of Occupancies may be held if the property E-911 sign is not correct. The Zoning Officer will require the E-911 sign to be installed or corrected before a Certificate of Occupancy can be issued.

E-911 Sign Requirements:

- Signs may be *VERTICAL* or *HORIZONTAL*
- Signs must be REFLECTIVE GREEN BACKGROUND with 4” WHITE NUMBERS
- Must be adequately visible from both directions of travel
- Sign must be 42” off the ground and under 72” in height
- Sign posts must be on your 6’ to 8’ from the road pavement and not in Township right-of-way. They can be placed on mailboxes
- Do not place sign on a fence, utility pole, stone, tree or across the street.
- Call 811 (One Call) before you dig!

Mailbox requirements:

- The front of the mailbox must be 4 ½ feet from the road pavement (This is the Township right-of-way)
- Mailboxes must be maintained by the homeowner. (snow must be removed in order to receive mail)
- Mailboxes in Township right-of-way that are damaged during snow and ice events are NOT reimbursed by the Township.