



<u>FOR OFFICE USE ONLY</u>
DATE OF APPLICATION: _____
DATE DEEMED COMPLETE: _____
DATE OF APPROVAL: _____

Borough of Haddonfield BUSINESS SIGN APPLICATION

SECTION 1 PROPERTY DATA:

(A)	SUBJECT PROPERTY'S ADDRESS	_____	
(B)	SUBJECT PROPERTY'S BLOCK	LOT:	_____
(C)	SUBJECT PROPERTY'S ZONE	_____	
()	Downtown Zone _____	()	Residential - Office
()	Commercial	()	Residential
()	Office	()	Public
(D)	Located within Historic District	()	YES () NO
(E)	OWNER OF SUBJECT PROPERTY	_____	
(F)	PROPERTY-OWNER'S ADDRESS	_____	

SECTION 2 BUSINESS DATA:

(A)	FULL NAME OF BUSINESS	_____	
(B)	BUSINESS-OWNERS NAME:	_____	
(C)	BUSINESS OWNERS ADDRESS:	_____	
(D)	BUSINESS OWNER'S TELEPHONE NO.:	_____	
(E)	HAS THE SUBJECT PROPERTY BEEN SUBJECT OF A PLANNING BOARD HEARING OR ZONING BOARD OF ADJUSTMENT HEARING?	()	YES () NO
NOTE: IF THE ANSWER TO THE PREVIOUS QUESTION IS YES, APPLICANT MUST ATTACH A COPY OF THE WRITTEN DECISION OF THE PLANNING BOARD, ZONING BOARD OF ADJUSTMENT OR HISTORIC PRESERVATION COMMISSION HERETO.			

SECTION 3 - PROPERTY - OWNER'S AUTHORIZATION:

I hereby certify that I am (the Agent of) the Owner of Record of the Subject Property and that I am authorized to make this Application.

Property-Owner's Signature Date

SECTION 4 - SIGN DATA:

(A) Building Width: _____ Feet	Building Height _____ Stories
(B) Number of Existing Signs _____	Number of Proposed Signs _____
(3) Area of Existing Signs _____ (in square feet)	Area of Proposed Signs _____ (in square feet)

SECTION 5 WAIVER(S) REQUESTED (PLEASE CHECK ALL THAT APPLY)

- (A) Waiver for number of signs: _____
 Permitted _____ Proposed _____
- (B) Waiver for Sign Painted Directly on Glass _____
- (C) Waiver for Location of Sign: _____
 On Another Location _____
 On another tax lot _____
 On another storefront _____

SECTION 6 - DEVIATION(S) REQUESTED (PLEASE CHECK ALL THAT APPLY)

- (A) Content Deviation: _____
 Applicant must attach a statement hereto detailing the nature of the Proposed deviation
- (B) Area Deviation _____
 Permitted _____ Proposed _____
 (in square feet) (in square feet)
- (C) Location of deviation: _____
 Applicant must attach a statement hereto detailing the nature of the Proposed deviation.
- (D) Other deviation: _____
 Applicant must attach a statement hereto detailing the nature of the Proposed deviation.

NOTE: A "COMPLETE" Business Sign Application **REQUIRES** the following

1. Drawings, or plans, of the propose signage drawn to scale:
 - (a) with appropriate dimensions depicted thereon;
 - (b) depicting all proposed logos;
 - (c) depicting all proposed lettering including the dimensions, style and font thereof;
 - (d) depicting the colors of the proposed signage (or color swatches of the proposed signage);
 - (e) depicting the method of illumination, if any;
2. Drawings, or photographs, depicting the proposed location of the proposed signage including its location on the tax lot as well as its location on the building or structure;
3. A statement describing:
 - (a) the material of which the proposed signage will be constructed or fabricated;
 - (b) the method by which the proposed signage will be attached to the building or structure;
 - (c) the method by which the applicant has calculated the area of the proposed signage; and,
4. Signature of the owner of the tax lot for which the application is made
5. The Application Fee of \$50.00 (FIFTY DOLLARS)
6. **Ten (10) completed copies of the Business Sign Application.**

OFFICIAL USE:

<u>HPC ACTION :</u> (PLEASE CHECK ALL THAT APPLY)	COMMENTS :
APPROVED : _____	
APPROVED WITH CONDITIONS : _____	
DENIED : _____	
TABLED APPLICATION : _____	
NAME : _____	
SIGNATURE : _____	
DATE : _____	

BOROUGH OF HADDONFIELD BUSINESS SIGN APPLICATION CHECKLIST

CHECKLIST FOR FILING A BUSINESS SIGN APPLICATION

Note: An Application is required **PRIOR** to erecting any sign within the Borough of Haddonfield.

- () Complete the Business Sign Application Form. A response to all questions must be provided.
- () Attach the required attachments as per the Business Sign Application Form.
- () Submit ten (10) **COLLATED** copies of the Business Sign Application Form and all required attachments.
- () Submit the \$50.00 (FIFTY DOLLARS) Business Sign Application Fee.

Note: After having been deemed Complete, all Business Sign Applications will be scheduled for review at the next available Historic Preservation Commission meeting and, where applicable, for a hearing at the next available Planning Board meeting.

Applicable Size Limitations:

- Retail/Personal Service Use: Signs shall not exceed one-half (.5) square foot of sign area for each lineal foot of building, or storefront, frontage on the public right-of-way. Under no circumstances shall any sign exceed forty (40) square feet.
- Office Use: Signs for office, business office, or professional uses shall not exceed 1.2 square feet for the first occupant, business tenant, or professional and shall not exceed one (1) square foot for each additional occupant, business tenant, or professional up to a maximum of six (6) square feet.

Number of Signs:

- One (1) sign shall be permitted per tax lot, except where there is more than one building, office, or storefront on one tax lot. Where there is more than one building, office, or storefront on one tax lot, one (1) sign per building, office, or storefront shall be permitted. Where a tax lot has frontage on more than one (1) public right-of-way, one (1) sign shall be permitted on its primary frontage and one (1) additional sign shall be permitted on its secondary frontage.

Sign Content:

- All signs may display **ONLY** the following information: (a) the principal name of the business, proprietor, or owner; (b) a brief description of the principal good(s), service(s), product(s) or use(s), not to exceed three (3) words; (c) a logo(s), or a trademark(s); and, (d) the street name and number. All other advertising messages; telephone, or fax, numbers; and, web-site addresses are prohibited.

Material of Signs:

- Wood signs are strongly recommended. The use of plastics and other synthetic materials is discouraged.

Lettering on Signs:

- The size of letters should be in proportion to the size of the proposed sign. Letters should not exceed eight (8) inches in height. The font of the lettering should be compatible with the character of the building, with the core merchandise, and/or with the font used in the business' established logo.

Color of Signs:

- Garish and intrusive colors including, but not necessarily limited to, gold leaf, should not be used.

Method of Attachment:

- Fixtures for hanging signs may be wood, or metal, in a design that enhances and is appropriate to the sign and streetscape. Signs should not be attached so as to obscure, or undermine any significant architectural, or historic element. When securing a sign to a masonry wall, secure it to the mortar joint. Drilling holes in brick, or other masonry, undermines the building fabric and, therefore, is not recommended.

Locations of Signs:

- Signs shall not be mounted on any roof, including a pent roof. Signs shall not be painted directly onto any part of a structure other than a fascia board, or other architectural element designed to serve as a signboard. Nor shall signs be painted directly onto the window, or door, glass of any structure (unless a waiver has been granted by the Planning Board pursuant to Section 1707 of the Land Development Ordinance of the Borough of Haddonfield). Signs also should not cover any part of a storefront window.

Lighting of Signs:

- All ground-mounted lighting should be screened from view. All other lighting for signs should be inserted into eaves, or should be accomplished through the use of spotlights. Back-lit, internally-illuminated, and neon signs are prohibited.