



# BOROUGH OF FRANKLIN

**Zoning Office**  
46 Main Street  
Franklin, NJ 07416

Joseph Drossel, Zoning Officer

Phone: (973) 827-9280 x113

Fax: (973) 827-0716

## APPLICATION FOR TEMPORARY SIGN

<b>DATE:</b>	<b>BLOCK:</b>	<b>LOT:</b>	<b>ZONE:</b>
<b>NAME OF APPLICANT (BUSINESS NAME):</b>		<b>LOCATION OF PROPERTY:</b>	
<b>ADDRESS OF APPLICANT:</b>			
<b>NAME OF BUSINESS CONTACT:</b>		<b>PHONE NUMBER:</b>	
<b>NAME AND ADDRESS OF OWNER OF PROPERTY (IF DIFFERENT FROM APPLICANT):</b>		<b>PHONE NUMBER:</b>	

**APPLICATION FOR:**  **SANDWICH BOARD SIGN (ONE CALENDAR YEAR) \$ 75.00**  
 (This type of application requires a Certificate of Insurance providing at least \$500,000 of comprehensive general liability coverage and listing the Borough of Franklin as an additional insured.)

**BANNER SIGN (35 DAYS) \$ 50.00**

Please attach a drawing of the site showing the proposed location of the sign and/or a drawing of the building face showing the height and width of the building and window area (if applicable) showing the location and dimensions of the proposed sign. A survey may be required if the location of the property boundary is needed.

### APPLICATION FEE MUST

ACCOMPANY APPLICATION:      **PAID:** \_\_\_\_\_ **CHECK #:** \_\_\_\_\_

*I hereby give permission for Franklin Borough Zoning Officer to come upon and inspect these premises with respect to this application.*

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**APPLICATION #:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**REASON FOR DENIAL:** \_\_\_\_\_

**ZONING OFFICER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Temporary Sign Application**  
**Instructions and Check List**

Please provide the following information when making an application for a temporary sign permit.

**All Applications**

- \_\_\_ Application for Temporary Sign Permit.
- \_\_\_ Check in the amount of \$15.00 for review. This is a non-refundable review fee. If a permit is approved and issued, the \$15.00 will be applied to the appropriate permit fee which will be due at issuance of the permit.
- \_\_\_ Drawing of the proposed sign showing dimensions.
- \_\_\_ Location of proposed sign on the building or property.
- \_\_\_ Drawing or photo showing all other existing signs on property/building as appropriate.

**Sandwich Board Sign**

- \_\_\_ Certificate of Insurance providing a minimum of \$500,000 comprehensive general liability coverage and listing the Borough of Franklin as an additional insured.
- \_\_\_ Survey or drawing of the area where the proposed sign is to be located indicating the setback from the property line and edge of pavement.

**Banner Sign**

- \_\_\_ If the banner sign is to be located on the building, a drawing of the building face where the proposed sign shall be located. Also, a drawing or photo showing all existing signage on the building face.
- \_\_\_ If the banner sign is to be located elsewhere on the property, a survey showing where the proposed sign is to be located showing setbacks from the property line, building, and any other structures on the property.
- \_\_\_ Drawings showing how the sign will be secured to the building, ground or other structure.

If you have any questions regarding the application, please contact the Zoning Officer at 973-827-9280, X113. My office hours are Monday, 8:00 to 4:00, Wednesday, 8:30 to 4:00, and Thursday, 12:00 to 4:00.