



# Borough of Montvale

12 Mercedes Drive  
Montvale, NJ 07645  
(201) 391-5732  
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www.montvale.org

## Building Department Code Enforcement

Jeffrey Fette  
Construction Official  
Zoning Official

Cynthia Petersen  
Technical Assistant

### SIGN PERMIT APPLICATION

Permit # \_\_\_\_\_

Sign Application Fee \$150.00

Amount Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- A. Failure to give all information required and to fully respond to questions will result in delay and/or denial of the application
- B. Attach 2 copies of a sketch to 2 copies of this form showing the design of the sign and location at which it is to be erected or attached, including property lines and, where applicable, building elevations
- C. If property is on a county road, you must submit with this application proof of county approval
- D. If property is on a state highway, you must submit with this application proof of state approval

#### 1. Applicant Information (either the property owner or the contract purchaser/tenant):

1a. Name of Applicant: \_\_\_\_\_  
 1b. Street: \_\_\_\_\_  
 1c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
 1d. Phone: \_\_\_\_\_  
 1e. Email: \_\_\_\_\_

#### 2. Property at which sign or temporary sign is to be erected:

2a. Street: \_\_\_\_\_  
 2b. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
 2c. Phone: \_\_\_\_\_  
 2d. Block: \_\_\_\_\_ 2e. Lot: \_\_\_\_\_ 2f. Zone: \_\_\_\_\_  
 2g. For what purpose is the property now used?  
 \_\_\_\_\_  
 2h. What new use is intended?  
 \_\_\_\_\_

#### 3. Property Owner Information

3a. Name of Owner: \_\_\_\_\_  
 3b. Street: \_\_\_\_\_  
 3c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
 3d. Phone: \_\_\_\_\_  
 3f. Email: \_\_\_\_\_

#### 4. Sign Contractor Information

- 4a. Name of Contractor: \_\_\_\_\_  
4b. Street: \_\_\_\_\_  
4c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
4d. Phone: \_\_\_\_\_  
4e. Fax: \_\_\_\_\_  
4f. Email: \_\_\_\_\_

5. Do you claim that the sign being applied for is exempt from the requirements of the borough's sign ordinance?  
Yes            No

If "yes", what do you base that on?

6. Is the proposed sign to replace an existing sign?

If "yes". Describe the old sign and attach a photo and/or sketch of the old sign

- a) When was the old sign first erected? \_\_\_\_\_
- b) Will the dimensions of the old sign be different from the proposed sign?    Yes            No  
If "yes", how ?
- c) If the old sign has been damaged, does the cost of repairs exceed fifty (50%)  
Percent of the current value of the said sign?  
Yes            No
- d) Is the proposed sign in conformity with all the standards and requirements as set forth in the Montvale sign ordinance?    Yes            No

If "no", list the sections of the ordinance relief is sought and the reason for requesting such a variance.

7. What is the purpose of the sign?

- a) Advertisement    of what ? \_\_\_\_\_
- b) Identification    of what? Premises    Occupant    Owner
- c) Directional    describe \_\_\_\_\_
- e) Newly constructed building

8. Is the sign attached to the building or structure?    Yes            No

If "yes", where ? \_\_\_\_\_  
(Describe in words - do not state "see attached sketch". Be sure to include the means of erecting the sign).

9. Is the proposed sign to be freestanding? Yes          No  
If "yes", where? (Provide a complete description below)

10. If the proposed sign is to be freestanding, set forth the site distance to all accesses

11. What is the area of the proposed sign, including all decorative work?

- a) Sq. Ft. \_\_\_\_\_
- b) What is the height? \_\_\_\_\_
- c) What is the width? \_\_\_\_\_
- d) What is the depth? \_\_\_\_\_

12. How many sides are there to the proposed sign? \_\_\_\_\_

13. Is the sign temporary          or permanent          ?

If "temporary", how long? \_\_\_\_\_ State removal date \_\_\_\_\_

**14. Only as to signs in zoning districts or-1, or-2, or-3, and SED**

- a) If proposed sign is to be attached to a building, what is the width of the building wall to which the sign is to be affixed in feet? \_\_\_\_\_
- b) If the sign is to be freestanding, what is the average grade elevation at the site of the sign? \_\_\_\_\_  
(you must show the elevation on the sketch you submit)
- c) If there is a building on the property, is the property bordered along front and back property lines by parallel roads, streets, avenues, or highways?  
Yes          No

**15. Only as to signs in business districts**

- a) If the proposed sign is to be attached to windows on the interior of the business use, what is the total window area of that business use? \_\_\_\_\_
- b) If there are any signs inside within three feet of the window, describe them in detail.

16. Of what materials is the proposed sign?

- a) To be erected? \_\_\_\_\_
- b) To be painted? \_\_\_\_\_
- c) To be composed? \_\_\_\_\_

17. Will the proposed sign, in whole or part, be moving, mobile, or revolving? Yes          No

18. Inclusive of background, frame, and decorative parts, how many colors will the proposed sign have? \_\_\_\_\_

What are the colors? \_\_\_\_\_

19. What is the message to be stated on the proposed sign?

20. Will the sign be illuminated? Yes    No    If "yes", how? \_\_\_\_\_

21. If the property has mixed uses, what is the dominant use? \_\_\_\_\_

22. Set forth the location and description of all other signs on the property

23. Attachments made part of this application (2 copies)

- Sign
- Sketch plan
- Site sketch
- Site survey
- Photographs

24. Additional information applicant wishes to offer.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**SIGNATURE OF PROPERTY OWNER  
CONSENTING TO APPLICANT**

**APPROVAL DATE** \_\_\_\_\_

\_\_\_\_\_  
**JEFFREY FETTE  
CONSTRUCTION OFFICIAL  
ZONING OFFICER  
201-391-5732, EXT 223**