



**BOROUGH OF MONTVALE**  
**Building Department - Code Enforcement**  
12 Mercedes Drive, Montvale, NJ 07645  
[www.montvale.org](http://www.montvale.org)

**SIGN PERMIT APPLICATION**

Sign Application Fee \$150.00

PERMIT # \_\_\_\_\_

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. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT  
(EITHER THE PROPERTY OWNER OR THE CONTRACT PURCHASER/TENANT):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. PROPERTY AT WHICH SIGN OR TEMPORARY SIGN IS TO BE ERECTED:

a) ADDRESS \_\_\_\_\_

b) BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

c) WHAT ZONE IS PROPERTY IN? \_\_\_\_\_

d) FOR WHAT PURPOSE IS THE PROPERTY NOW USED?

\_\_\_\_\_

e) WHAT NEW USE IS INTENDED?

\_\_\_\_\_

3. NAME, ADDRESS AND TELEPHONE NUMBER OF PROPERTY OWNER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. NAME, ADDRESS AND TELEPHONE NUMBER OF SIGN CONTRACTOR:

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5. DO YOU CLAM THAT THE SIGN BEING APPLIED FOR IS EXEMPT FROM THE REQUIREMENTS OF THE BOROUGH'S SIGN ORDINANCE? \_\_\_\_\_ IF "YES", WHAT DO YOU BASE THAT ON?

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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

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a) WHEN WAS THE OLD SIGN FIRST ERECTED? \_\_\_\_\_

b) WILL THE DIMENSIONS OF THE OLD SIGN BE DIFFERENT FROM THE PROPOSED SIGN? \_\_\_\_\_  
IF "YES", HOW? \_\_\_\_\_

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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.

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7. WHAT IS THE PURPOSE OF THE SIGN?

a) ADVERTISEMENT \_\_\_\_\_ OF WHAT? \_\_\_\_\_

b) IDENTIFICATION \_\_\_\_\_ OF WHAT? PREMISES{ } OCCUPANT { } OWNER { }

c) DIRECTIONAL \_\_\_\_\_ DESCRIBE \_\_\_\_\_

d) 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).

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9. IS THE PROPOSED SIGN TO BE FREESTANDING? \_\_\_\_\_ IF "YES", WHERE? (PROVIDE A COMPLETE DESCRIPTION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_ 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* \_\_\_\_\_

\_\_\_\_\_  
*CHRISTOPHER GRUBER  
CONSTRUCTION OFFICIAL  
ZONING OFFICER  
201-391-5732, EXT 223*