



The Town of  
**Hackettstown**  
New Jersey

## THE TOWN OF HACKETTSTOWN

### Zoning Department

Phone: (908) 852-3702

Fax: (908) 852-2538

Email: [zoning@hackettstown.net](mailto:zoning@hackettstown.net)

Hours: Tuesday & Thursday: 9 a.m.-3:00 p.m.

### SIGN PERMIT APPLICATION

Please submit all of the following information to the Zoning Office in person, or by mail to: Zoning Officer, Town of Hackettstown, 215 Stiger Street, Hackettstown, NJ 07840. Incomplete applications may be rejected due to time constraints.

FEE (schedule on back) \_\_\_\_\_ Received \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

- SITE PLAN / copy of PROPERTY SURVEY (showing approximate location of new and existing signs)  SPECIFICATIONS (Please attach drawing if available)

#### A. APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

(Daytime only, please)

#### B. PROPERTY INFORMATION

Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Lot size: \_\_\_\_\_ Zone: \_\_\_\_\_

Historic District:  Yes  No

#### C. PROPOSED SIGN

1. Type of Sign:  Freestanding  Wall  Projecting  Awning  Other \_\_\_\_\_

2. Rendition of Sign showing Message plus Length and Width (Attach to Application)

3. Temporary Sign Dates: Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

4. Overall height (feet): \_\_\_\_\_ 5. Clearance from grade (feet): \_\_\_\_\_

6. Distance in FEET from applicable property boundaries from freestanding signs:

FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT SIDE: \_\_\_\_\_ RIGHT SIDE: \_\_\_\_\_

#### D. HAVE YOU RECEIVED A VARIANCE OR SITE PLAN APPROVAL FOR THIS SIGN? Yes No

(If YES, please attach copy of resolution, approval site plan and/or other approvals).

E. I hereby certify that everything presented in this application package is true to the best of my knowledge and grant permission to inspect subject property, if necessary, for review:

Applicant's Signature

Date

Property Owner's Signature

Date

THIS PERMIT IS:  ISSUED

DENIED

PERMIT NO. \_\_\_\_\_

Zoning Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS / CONDITIONS: \_\_\_\_\_

PLEASE NOTE: In addition to applicable building permits, applicant is responsible for obtaining all associated local, county and/or state approvals as required by law.



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Please be advised that a Sign Permit Application / Permit cannot be processed or deemed complete until the appropriate fee has been paid. Please make check payable to "**Town of Hackettstown**". The fee schedule is as follows:

Sign / Banner Permits	Application Charge
<b>Commercial Signage:</b> <ul style="list-style-type: none"><li>When covered during Board review / approval</li><li>When covered by "Change of Message"</li><li>Addition of sign or change to signage</li></ul>	\$50.00 \$50.00 \$100.00
<b>Temporary Signs</b> <ul style="list-style-type: none"><li>Grand Opening Banner</li></ul>	No Fee
<b>Promotional Banner</b> <ul style="list-style-type: none"><li>12 square feet or less</li><li>25 square feet or less</li><li>Banners permitted under special events permit</li></ul>	\$20.00 \$35.00 No Fee
<b>Grand Opening Banner(s)</b> No permit required provided business is an approved use, i.e., has obtained a Zoning Permit <ul style="list-style-type: none"><li>Permitted for <u>90 consecutive days</u></li><li>Maximum three (3) pennants, maximum 25 square feet</li><li>Attached to building or associated railings / wall</li></ul>	
<b>Promotional Banner</b> Permit required with associated fee as to maximum square footage <ul style="list-style-type: none"><li>Permitted <u>90 calendar days</u> in any calendar year</li><li>Maximum one (1) banner per promotion</li><li>Attached against building or front railings</li></ul>	

It shall be noted that a \$50.00 commercial fee will be charged for any resubmittal / amended zoning application or work commenced / done without prior zoning approval.

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