



The Town of
Hackettstown
New Jersey

THE TOWN OF HACKETTSTOWN
Zoning Department

Phone: (908) 852-3702

Fax: (908) 852-2538

Email: 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

- Type of Sign: Freestanding Wall Projecting Awning Other _____
- Rendition of Sign showing Message plus Length and Width (Attach to Application)
- Temporary Sign Dates: Date From: _____ Date To: _____
- Overall height (feet): _____ 5. Clearance from grade (feet): _____
- 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
Commercial Signage: <ul style="list-style-type: none"> • When covered during Board review / approval • When covered by “Change of Message” • Addition of sign or change to signage 	\$50.00 \$50.00 \$100.00
Temporary Signs <ul style="list-style-type: none"> • Grand Opening Banner 	No Fee
Promotional Banner <ul style="list-style-type: none"> • 12 square feet or less • 25 square feet or less • Banners permitted under special events permit 	\$20.00 \$35.00 No Fee
<u>Grand Opening Banner(s)</u> No permit required provided business is an approved use, i.e., has obtained a Zoning Permit <ul style="list-style-type: none"> • Permitted for <u>90 consecutive days</u> • Maximum three (3) pennants, maximum 25 square feet • Attached to building or associated railings / wall 	
<u>Promotional Banner</u> Permit required with associated fee as to maximum square footage <ul style="list-style-type: none"> • Permitted <u>90 calendar days</u> in any calendar year • Maximum one (1) banner per promotion • Attached against building or front railings 	

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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