

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426  
Phone: 610.489.7181 Fax: 610.489.8827  
Website: [www.trappeborough.com](http://www.trappeborough.com)



## Application for **PERMANENT SIGN PERMIT**

**ZONING OVERVIEW:** The purpose of Zoning Ordinances & the place of Zoning Permits “promoting the health, safety, morals and the general welfare of the Borough in accordance with a comprehensive plan ... designed to lessen congestion in the streets, roads and highways, and to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements, and to encourage the most appropriate use of land throughout the Borough.”

Please refer to Trappe Borough Code § 340.80-82 for detailed Zoning Permit information.

### **INFORMATION TO KEEP IN MIND:**

- All applicable Zoning Permit Applications are to be submitted prior to submission of any Building Permit Applications
- As the property owner, you are responsible for locating / verifying your property lines.
- Building setback information:

DISTRICT	BOROUGH CODE	SIDE SETBACK	REAR SETBACK
R-1:	§340-12. D. – E.	20 feet	15 feet
R-2	§340-17. D. – E.	15 feet	10 feet
R-3	Subject to regulations of Homeowner’s Association		
VC	§340-32. M.	5 feet	5 feet

- All sign applications will be reviewed and approved/denied based on the standards found in Borough Code §340-66 through §340-76

### ***IMPORTANT NOTE:***

**Incomplete submission of all required information and/or documents will result in the entire application being rejected and returned.  
You will then need to resubmit with all documentation.**

*\* The one exception to this requirement is the Certificate of Insurance. Certificates of Insurance can be faxed to the Borough office (610-489-8827) by contractor’s insurance company.*

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## **ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:**

- 1) Completed “*Permanent Sign Permit Application*”
- 2) **TWO** (2) sets of Plot Plans (that is, “top down” orientation) including the following items:
  - Size of lot (preferred drawn to scale)
  - Location of existing structures (show distances to property lines & other structures)
  - Location of proposed sign
  - All relevant setbacks (*see page 1 for details about setbacks*)
- 3) Detailed image of sign/specifications of sign
- 4) List of construction materials and material to be used as foundation
- 5) Approval letter from Homeowner’s Association for work/improvement to be done  
**(Required if property is within a development controlled by a Homeowner’s Association)**
- 6) Any/all additional completed Permit Applications needed (such as “*Grading Permit Application*”)
- 7) Application fee(s)  
*All applicable permit fees (cash or check only; credit/debit cards not accepted at this time) are due at time of permit application submission. Please refer to the current year’s “Fee Schedule” (available at [www.trappeborough.com](http://www.trappeborough.com)) for amount due.*
- 8) CONTRACTORS doing work for property owners must provide the following:
  - Certificate of Insurance including ...
    - property liability coverage in an amount equal to or greater than the costs of construction
    - adequate worker’s compensation coverage
  - Completed “Worker’s Compensation Insurance Form” – (*Borough form*) – *whenever the required Certificate of Insurance does not show Worker’s Compensation coverage*
  - PA State Contractor’s License and Registration number of Contractor (*if applicable*)
  - Owner’s Authorization Form  
**(Required if applicant is not owner of record for property where work is to be done)**

All applications, forms, & resources referenced in this application are available at Borough Hall ~OR~ on the web at [www.trappeborough.com](http://www.trappeborough.com)

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## PERMIT APPLICATION: *SIGN (Permanent)*

### OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

CONTACT INFORMATION: (Please provide **TWO** phone #s that give quickest access to owner)

1. PHONE: \_\_\_\_\_ | 2. PHONE: \_\_\_\_\_  
(Phone type):  Home  Work  Cell | (Phone type):  Home  Work  Cell

EMAIL: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

### PROPERTY INFORMATION

ADDRESS OF JOBSITE: \_\_\_\_\_

EXISTING USE (*circle selection*):

- Owner-occupied  Renter-occupied  Vacant  Other: \_\_\_\_\_  
 Residential  Commercial/Non-Residential

INTENDED USE OF IMPROVEMENT (*indicate selection*):

- Owner-occupied  Renter-occupied  Vacant  Other: \_\_\_\_\_

**Include 2 copies of Sketch of property showing location of sign & indicating distances from property line & structures.**

### PROJECT INFORMATION

**Please indicate all applicable items:**

- Sign description:  New Construction  Replacement of Existing  
Sign materials:  Wood  Metal/Iron  Other: \_\_\_\_\_  
Sign configuration:  One-sided  Two-sided  Lighted (internally or externally)  
Sign dimensions: Height = \_\_\_\_\_ Width = \_\_\_\_\_ Square footage = \_\_\_\_\_

**Include 2 copies of Drawing (Image) of proposed sign, indicating dimensions.**

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## APPLICANT INFORMATION (if other than owner)

### NOTE TO CONTRACTORS:

#### You need to provide to us:

- Certificate of Insurance
- Worker's Compensation form *if this is not indicated on Certificate of Insurance* (Borough form)

#### If you are turning in application on behalf of the property owner, you also need to obtain from homeowner & bring with you:

- Owner's Authorization form (**with homeowner's original signature when Borough receives it**)  
– *Faxed, emailed, electronically-signed, or photocopied signatures not accepted!*
- Homeowner's Association letter of approval (if property is part of HOA)

APPLICANT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

PA LICENSE (HIC #) \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

## VALUE OF CONSTRUCTION & PERMIT FEE DUE

Value of construction: \_\_\_\_\_

### Fee for current year\* will be charged for permit.

See "Fee Schedule" (available at [www.trappeborough.com](http://www.trappeborough.com)) to verify current rate.

**ACTUAL PERMIT FEE DUE:** \_\_\_\_\_

Make checks payable to "Trappe Borough"

\* At date of submission of application

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## PERMIT APPLICATION: *SIGN (Permanent)*

### FOR BOROUGH USE ONLY:

### ITEMS INCLUDED WITH APPLICATION SUBMISSION

#### APPLICABLE FEES:

\* Permit Fee: \_\_\_\_\_  
State Surcharge: \_\_\_\_\_

#### **Total Fee:**

\* See current fee schedule

#### PAYMENT INFO:

Date: \_\_\_\_\_  
Amount paid: \_\_\_\_\_  
Payment type:           Cash           Check # \_\_\_\_\_  
Approval: \_\_\_\_\_

- PAYMENT NOTED ABOVE
- PLANS / DOCUMENTATION
- CERTIFICATE OF INSURANCE – (where applicable)
- WORKER'S COMP COVERAGE – (where applicable)
- HOA APPROVAL – (where applicable)
- ANY/ALL APPROVED ZONING PERMITS – (where applicable)

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**PARCEL ID #:**                   23-00-\_\_\_\_\_

**BLOCK:**                       \_\_\_\_\_

**UNIT:**                         \_\_\_\_\_

**ZONING DISTRICT:**       \_\_\_\_\_

**PERMIT # ASSIGNED:**      \_\_\_\_\_

COMMENTS:

\_\_\_\_\_

PA-UCC Certified Plan Reviewer  
Building Code Official