

**COOLBAUGH TOWNSHIP
5550 MEMORIAL BLVD.
TOBYHANNA, PA. 18466
(570) 894-8490 FAX (570) 894-8413**

SIGN PERMIT APPLICATION INSTRUCTIONS

Applications for sign permits shall be submitted to the enforcement officer and shall contain or have attached thereto the following.

1. The names, addresses and telephone numbers of the applicant, the owner of the property on which the sign is to be erected or affixed, the owner of the sign and the person erecting or affixing the sign.
2. The location of the building, structure or zoning lot on which the sign is to be erected or affixed, including the tax identification number or property identification number (PIN).
3. A sketch plan of the property involved, showing accurate placement thereon of the proposed sign. The location for a new freestanding sign shall be clearly identified by a white stake(s) visible above ground line at each location at which a support pole will be embedded in the ground.
4. Two blueprints or ink drawings of the plans and specifications of the sign to be erected or affixed and method of construction and attachment to the building or in the ground. Such plans and specifications shall include details of dimensions, color, materials and weight.
5. If required by the enforcement officer, a copy of stress sheets and calculations prepared by, or approved by, a registered structural engineer, licensed in Pennsylvania, showing that the sign is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable ordinances of Coolbaugh Township.
6. The written consent of the owner of the building, structure or property on which the sign is to be erected or affixed.
7. Such other information as the enforcement officer may require to determine full compliance with this and other applicable ordinances of Coolbaugh Township.
8. If the work authorized under a sign permit has not been completed within 90 days after the date of issuance, the permit shall become null and void, unless otherwise extended by the enforcement officer for a single additional 90 day period.
9. Within 10 working days of completion of approved work related to a permitted sign, the permit tee or sign contractor shall notify the enforcement officer that sign is ready for a final inspection. The enforcement officer shall conduct the final inspection for the purpose of verifying that the sign is in compliance with the requirements of the permit and all other provisions of the Part.
10. Failure to notify the enforcement officer within 10 working days of work completion that the sign is ready for inspection shall result in the requirement that an additional fee as established from time to time by resolution of the Board of Supervisors be paid.
11. Failure to obtain a satisfactory inspection within 30 days after completion shall render the permit invalid. The applicant will be required to reapply for a permit or remove the sign or sign structure.

If you should have any questions or need clarification regarding the above instructions, please call the Zoning Officer prior to submitting the application. Any discrepancies can result in a delay of the applications approval.