



Borough of Forest Hills

2071 Ardmore Blvd
Pittsburgh PA 15221
Office: 412-351-7330
Fax: 412-351-7337
www.foresthillspa.org

SIGN PERMIT APPLICATION

1. **Applicant Name:** _____ Email: _____
Address: _____
Telephone: _____ Fax: _____
2. **Business Name:** _____
3. **Property Location:** _____
Block/Lot No.: _____ Zoning District: _____
4. **Property Owner's Name:** _____
Address: _____
Telephone: _____ Fax: _____
Proof of Ownership/Legal Interest: _____
(Provide copy of deed, lease, sales agreement or other contract proving interest in property if not the owner as shown in the Allegheny County Assessment Office Records.)
5. **Occupant's Name:** _____
Address: _____
Telephone: _____ Fax: _____
6. **Contractor's Name:** _____
Contact person: _____ **ex** _____
Address: _____
Telephone: _____ Fax: _____
7. **Architect/Engineer:** _____
Address: _____
Telephone: _____ Fax: _____
8. **Type of Sign Improvement:** (Circle One)
Repair/Replace New Construction Addition Alteration Other: _____
9. **Type of Sign:** (Circle One)
Pole Ground Wall Directional Temporary Other: _____
10. **Type of Structure to be Erected:** (Circle One)

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Masonry Wood Frame Structural Steel Reinforced Concrete Other: _____

11. **Size of Proposed Sign:** If any of the signs are **illuminated**, place an X in box to the right of the total sign size square footage.

a. Height of sign _____ Width _____ Total Sq. Ft of Sign _____

b. Height of sign _____ Width _____ Total Sq. Ft of Sign _____

c. Height of sign _____ Width _____ Total Sq. Ft of Sign _____

d. Height of sign _____ Width _____ Total Sq. Ft of Sign _____

e. Height of sign _____ Width _____ Total Sq. Ft of Sign _____

Area of each Sign (in square feet): _____

Percentage of building to be covered by the Sign (please indicate the manner in which you arrived at this calculation for each sign): _____

12. **Estimated Cost of Construction of Proposed Sign:** _____

13. **Distance of Proposed Sign Structure from Property Lines:**

Front Yard: _____ Rear Yard: _____ Left Side: _____ Right Side: _____

14. **Existing Signage on Subject Property:** Describe and submit photos (attach additional pages if necessary)

15. **Illumination:** Indicate whether the sign will be illuminated and describe in detail the manner in which the sign will be illuminated, i.e. internal or external uplighting, external downlighting: _____

16. Has a previous subdivision or land development, variance, special exception, conditional use, or zoning amendment application been filed in connection with this property? Yes _____ No _____

If yes, describe each type of application, the date of each application and the current disposition (attach additional pages if necessary) _____

17. **Drawings and Documentation:** The applicant must provide submit the following documents with this application, in addition to any other information required by the Zoning Ordinance or the Borough:

a. **Application:** For all commercial properties three (3) copies of **stamped engineer drawing** are required.

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- b. **Property Interest/Consent of Owner:** A copy of the deed, lease, sales agreement or other contract proving interest in property with the filing of this Application. If the applicant is other than the owner of the subject property, then signed consent of the property owner must accompany this application.
- c. **Drawings of Proposed Sign:** Three (3) sets of scaled drawings of the proposed sign, indicating all dimensions, equipment/material descriptions, the specific lettering, symbols and graphics to be located on the sign face, and any other information requested by the Zoning Officer or required by Section 27-804 of the Forest Hills Borough Code of Ordinances. If the proposed sign is to be attached to a building, then the Applicant shall include a scaled drawing of the location of the sign on the subject building, including all dimensions.
- d. **Location Map:** Three (3) copies of a scaled site plan showing the location of the sign on the subject property, all buildings and structures on the subject property, and the distance of the sign from all property lines, buildings and structures.
- e. **Engineer’s Design:** Where necessary to properly consider the application, the Zoning Officer may require the Applicant to provide a stamped engineer’s design of the proposed sign.
- f. **Application Fee:** Full payment of the application fee and any deposit required by the Borough Fee Resolution.

NOTES: *An incomplete Application will be returned to applicant. An Application will be considered incomplete unless and until the appropriate application fee and deposit are paid in full.*

Any and all documents or drawings submitted for review must be to reasonably accurate dimensions, no free-hand drawings will be accepted.

The Applicant/Owner hereby certifies that the statements made herein and the representations contained in all accompanying drawings, documents and materials made part of this application are true and correct. The Applicant/Owner is responsible for reviewing and fully understanding all Permit conditions and requirements and insuring compliance with all applicable Federal, State, County and Borough laws and regulations. The undersigned agrees to pay all applicable fees and deposits required in accordance with Borough ordinances and resolutions.

Date: _____ Applicant Signature _____

OFFICE USE ONLY

Date Application Filed: _____ Filed With: _____

Application Fee Paid: _____ Date Paid: _____

Administratively Complete: _____ Date: _____

Permit Number: _____ State Certification Number: _____

Date Permit Issued: _____ Date Permit Expires: _____