

KENNETT TOWNSHIP SIGN PERMIT APPLICATION



**Please use this application packet for any:
SIGN INSTALLATIONS**

They will include signs attached to buildings, free standing signs, monument or marquee signs, awnings with advertising or any other commercial sign including

SIGN CHANGES (even face only) OR SIGN UPDATES

Temporary Real Estate or Contractor signs on a property that are less than 6 feet x 5 feet do not require a permit.

Temporary Political Campaign Signs cannot exceed 4 feet in area and must be removed no less than 5 days AFTER an election.

For more information, please click here to view the Kennett Township sign ordinance.

This permit packet can be emailed to the permit office at:

permits@kennett.pa.us

Please make sure all items on checklist are included. Submissions must be PDF or scan, no cellphone pictures of permits will be accepted.

Email us with any questions.

**NO CELLPHONE PICTURES
DOCUMENTS MUST BE PDF**



SIGN PERMIT FACTS

- ❖ All sign alterations including change of face require a new permit.
- ❖ If the proposed sign exceeds 6 ft. in height and engineers seal is required for structural load, and wind fall.
- ❖ No signs shall be painted, pasted, nailed, stapled, taped, or otherwise attached to utility poles, trees, fences, fire hydrants, speed limit signposts, signal control boxes, Township owned utilities, or in an unauthorized manner to walls or other signs, except insofar as such signs comply with generally applicable rules, regulations, or policies formally adopted by the governing body.
- ❖ NO SIGN is permitted within the street right-of-way, unless approved by the Township or the Pennsylvania Department of Transportation. Signs located within the street right-of-way may be removed by the Township.
- ❖ No money is due with the permit application, we will send you an invoice.
- ❖ For specific guidelines, please see the attached ordinance pages. More info is available on our website: kennett.pa.us

Any sign placed on a property without the owner's permission or consent, may be removed by the owner. This includes all Township owned property.



Sec. 240-2104. - General standards for permitted signs

A. *Sign area.*

- (1) The area of the sign shall include the entire area within a single continuous perimeter enclosing the outer limits of such sign. The sign area shall not include any structural elements lying outside the limits of such sign and not forming an integral part of the display.
- (2) In the case of an open sign made up of individual letters attached to or painted on a building, wall, window, canopy or awning, the sign area shall be that of the smallest rectangle or other geometric shape which encompasses all of the letters and symbols.
- (3) In computing the area of a double-faced sign, only one side shall be considered, provided that the faces are identical. In V-type structures, the interior angle of which exceeds 45 degrees, both sides shall be considered in measuring the sign area.

B. *Sign height.* The height of a sign shall be measured from the existing average ground-level elevation at the base of the sign, as supplied by the applicant, and confirmed by the Zoning Officer, to the highest point of the sign structure.

C. ***Sign location. Unless authorized for a specific sign type, signs shall not be erected within the legal right-of-way of any public street or public sidewalk and shall not be closer to a street line than ten feet.***

D. *Sign illumination.*

- (1) All illuminated signs shall be constructed to the Standards of the National Board of Fire Underwriters.
- (2) Lighting shall not shine directly upon abutting properties nor within the normal line of vision of the public when using streets or sidewalks.
- (3) Except for a billboard with a changeable copy sign, there shall be no illumination of a flashing, intermittent or moving type, and floodlighting shall be so shielded and aimed that the source of light shall not be visible from any point off the lot on which the sign, building or structure being illuminated is erected. All proposed lighting shall comply with of this chapter.

E. *Sign construction and maintenance.* Every sign shall be:

- (1) Constructed of durable materials.
- (2) Structurally safe.
- (3) Erected or installed in accordance with the Township Building Codes.
- (4) Maintained in a safe condition and good repair at all times; and
- (5) Compliant with the Signage Design Standards of § 240-2112.

([Ord. No. 266](#), § 1, 3-15-2017)

Sec. 240-2105. Standards for specific sign types

The following standards shall apply to individual sign types as defined in this chapter. See § 240-2108 for additional standards that apply within each zoning district.

- A. **Awning sign.**
 - (1) Use of an awning sign shall be limited to not more than one per street frontage of the establishment. An awning without lettering or other advertising shall not be regulated as a sign.
 - (2) The lowest edge of the awning sign shall be at least seven feet above the ground.
- B. **Freestanding signs.**
 - (1) A freestanding sign shall not project to a point nearer than five feet from the street right-of-way line; where compliance with this standard would create an obstruction of view, further setback may be necessary.
 - (2) The lowest edge of a freestanding sign shall not be less than four feet or greater than seven feet above the ground.
- C. **Ground signs.** Ground signs shall be supported and permanently placed by embedding, anchoring, or connecting the sign in such a manner as to incorporate it into the landscape or architectural design scheme.
- D. **Marquee sign.**
 - (1) Marquee signs shall be required to maintain a minimum vertical clearance of ten feet above finished grade.
- E. **Off-premises signs.** Off-premises signs shall comply with the standards of § 240-2108C(2)(e).
- F. **Projecting signs.**
 - (1) Projecting signs shall be so located upon the buildings that the lower edge is a minimum of ten feet above grade, and at least six inches beyond the surface of a wall or building. Projecting signs may project a maximum of four feet from the building wall; provided, however, that no such sign shall project to a point nearer than five feet from the edge of a paved road or the plane of the face of the curb, and no such sign shall project to encroach upon the required clear sight triangle.
 - (2) No projecting sign shall extend above the top of the wall upon which it is mounted.
- G. **Wall signs.**
 - (1) Wall signs shall not extend more than eight inches from the plane of the building wall and shall be located so that the lower edge is a minimum of ten feet above grade in any case where extension from the wall is greater than three inches.
 - (2) More than one wall sign shall be permitted per wall, except that the total area of all signs on one wall shall not exceed the maximum percentages specified in § 240-2108 for the applicable zoning district.
 - (3) Permanent window signs shall be considered wall signs when computing the maximum permitted building coverage of wall signs.
 - (4) Wall signs which are a part of the architectural design of a historic building, such as those located on the lintel above a storefront, shall be exempt from the size requirements if they are limited to the area of the building specifically designed for sign placement.
 - (5) A wall sign shall not extend above the top of the wall upon which it is mounted, nor shall it extend beyond the edges of the wall.
- H. **Window signs.** A permanent window sign is one which is etched, painted, or otherwise permanently affixed to the window. Permanent window signs shall be considered wall signs when computing the maximum permitted building coverage of wall signs.

KENNETT TOWNSHIP SIGN PERMIT CHECKLIST

ALL DOCUMENTS MAY BE EMAILED
DOCS MUST BE PDF AND NOT CELL PHONE PICS OR JPEG

permits@kennett.pa.us

- Sign Application (2 pages)
- 1 scaled plot plans showing the distance of the sign and or building to the curb line or edge of roadway
- Scope of work/customer proposal
- 1 set of colored drawings showing materials, finishes, and details of construction including loads, stresses, anchorage, and any other pertinent engineering data- if applicable
- Sign Company Certificate of Insurance (COI)
- Electrical Application (if applicable)
- Electrical Contractor COI (if applicable)
- Kennett Township Liability Statement
- For any sign that is being enlarged, requiring a new footing or higher than 8 feet, plans showing supporting structural members and foundations must be submitted. All such plans must bear the signature and seal of a registered engineer, approved by the Commonwealth of PA



SIGN PERMIT APPLICATION

801 BURROWS RUN ROAD,
CHADDS FORD, PA 19317
PHONE: 610-388-1300

Permit #: _____

Zoning: _____

Plot plans must accompany all sign applications

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Tax Parcel: _____

Sign Location Information:

Number of Signs: _____ Signs are: _____ Replacement _____ New

Name of Business: _____

& Street Address: _____

Business Type: _____

Business Owner Name & Phone: _____

COST OF SIGN(S): \$ _____

Single or Multi-Tenant Building? _____ Single _____ Multi-Tenant

Sign Contractor Company

Name/DBA: _____

Contact Name at Company: _____ Phone: _____

Address: _____

Email _____

FED ID #: _____ (9 digits)

PROJECT DESCRIPTION:

SIGN PERMIT APPLICATION

SIGN INFORMATION- PLEASE CHECK ALL THAT APPLY

Number of Signs being applied for: _____

Purpose of Sign: _____ Identification _____ Directional _____ Off-Premises _____ Temporary
 _____ Development _____ Monument _____ Wall _____ Face Change Only _____

Other: _____

If temporary, how long will sign be in place? _____

HEIGHT OF SIGN ABOVE GRADE:	SIGN MATERIAL:
IS THIS A REPLACEMENT SIGN?	IS THIS FOR A FACE CHANGE ONLY?
HOW WILL SIGN BE ATTACHED? _____ BOX SIGN _____ AWNING _____ CHANNEL LETTERS _____ FREESTANDING	
IF FREESTANDING, WILL FOOTERS BE USED? _____ YES _____ NO If yes, 2 sets of plans/drawings must be attached	
DOES THE SIGN REQUIRE HOA APPROVAL? _____ YES _____ NO	
WILL THE SIGN HAVE ELECTRIC? _____ YES _____ NO If yes, an electrical application must be submitted.	

PLEASE COMPLETE	HEIGHT	LENGTH	WIDTH
SIGN #1			
SIGN #2			
SIGN #3			
SIGN #4			

Party Responsible for Permit Payment: _____ Sign Contractor _____ Business Owner

Who do we contact with questions regarding this permit? _____ Sign Contractor _____ Business Owner

Phone Number: _____ (if different than on application)

I certify that all information on this application is correct, and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances, and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant Name (PRINT) _____ Applicant Signature: _____

For Township use only:

Zoning Officer Approval: _____	Date: _____
Building Officer Approval: _____	Date: _____

ELECTRICAL

Permit Application for Signs

PERMIT #:



I. LOCATION OF ELECTRICAL WORK		
(No.) _____	(Street) _____	
City _____	PA _____	Zip Code _____
Property Owner Name: _____		
Name of Business where sign is to be erected: _____		
Electrical Contractor Name/DBA: _____		
Contractor Contact Name: _____		
Contractor Address-# & Street: _____		
City: _____	ST: _____	Zip: _____
Contractor Email: _____		
FED ID #: _____ STATE OF LICENSE: _____		

TOTAL COST OF ELECTRICAL WORK \$: _____

A. Type of Improvement (circle)	B. Fixture Info	C. Service Size & total fixtures
1 NEW SIGN	SWITCHES: _____	SERVICE SIZE _____ AMP ***** TOTAL NUMBER OF FIXTURES: _____
2 REPLACEMENT SIGN	LIGHTING: _____	
3 REPAIR	RECEPTACLES: _____	
4 UPGRADE	OTHER: _____	
5 OTHER		

Electrical layout plans are required. Plans must be submitted to an approved electrical underwriter for plan review. Submit stamped and signed copies to the township. The underwriter is also responsible to conduct rough and final inspections.

Applicant please initial _____

I hereby certify that the proposed work is authorized by the owner of record and that I had been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. All information on this application will be in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional applicable codes, ordinances, and regulations of Kennett Township. I understand issuances of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I understand that calls for inspections in accordance with UCC procedures are the responsibility of the Applicant, as well as all fees associated with the permit. I/We understand that no one may occupy the structure (or portion thereof) until a UCC Certificate of Occupancy has been issued. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____	Printed Name of Applicant: _____
-------------------------------	----------------------------------

For Kennett Township Use only:

Approved by: _____ Date: _____



KENNETT TOWNSHIP LIABILITY STATEMENT

To be completed by Owner or Authorized Agent

Construction Address: _____

The issuance of this permit is conditioned upon compliance with all facets of the approved permit application and/or the subdivision plan from which this lot was created, to include, but not be limited to, soil erosion controls, stormwater management, grading plan, monument placing and all other details of the subdivision approval.

If, upon inspection, work is being done other than as approved, a Stop Work Order will be issued with the condition that corrections be made before any work is resumed.

If it is necessary to make a change, the proposed change shall be detailed by the applicant and submitted in writing. A written approval must be received prior to proceeding, as requested. Failure to procure written change approval will result in an obligation to construct as originally approved.

When inspection for a Use and Occupancy Permit is made and it is noted that the provisions of the permit issuance and/or subdivision approval have not been accomplished, a Use and Occupancy Permit will NOT be issued.

Print Name: _____

Signature: _____

_____ Homeowner _____ Contractor _____ Other

Date: _____