

# BOROUGH OF LEONIA

312 BROAD AVENUE  
LEONIA, NEW JERSEY 07605  
BUILDING DEPARTMENT  
PHONE (201) 592-5780

## APPLICATION FOR SIGN/AWNING/CANOPY PERMIT

NO SIGN OR AWNING MAY BE INSTALLED PRIOR TO THE ISSUANCE OF THE REQUIRED PERMIT  
COMPLETE ALL REQUESTED INFORMATION - PLEASE PRINT OR TYPE - ILLEGIBLE FORMS WILL NOT BE ACCEPTED

<p style="text-align: center;"><b>LOCATION INFORMATION</b></p> <p>BLOCK _____ LOT _____ ZONE DISTRICT _____</p> <p>WORK SITE LOCATION INCLUDE IDENTIFIERS _____</p> <p>EMAIL _____</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>APPLICATION DEEMED COMPLETE</p> <p>BY: _____ DATE: _____</p> <p>ZONING CONTROL NUMBER: _____</p>
<p style="text-align: center;"><b>BUSINESS INFORMATION</b></p> <p>LEGAL NAME OF BUSINESS _____</p> <p>NAME BUSINESS TRADING AS _____</p> <p>NAME OF PRINCIPAL OFFICER _____</p> <p>EMERGENCY CONTACT PERSON _____ TELEPHONE NO. _____</p>	
<p style="text-align: center;"><b>APPLICANT INFORMATION</b></p> <p>NAME OF APPLICANT _____</p> <p>APPLICANT ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP CODE _____</p> <p>DAYTIME TELEPHONE NO. _____ FAX _____</p> <p>APPLICANT IS:    <input type="checkbox"/> BUSINESS OWNER                      <input type="checkbox"/> SIGN/AWNING COMPANY REPRESENTATIVE</p> <p>                         <input type="checkbox"/> OTHER (EXPLAIN)</p>	
<p style="text-align: center;"><b>SIGN / AWNING / CANOPY DETAILS</b></p> <p style="text-align: center;">SUBMIT A SEPARATE APPLICATION FOR EACH SIGN, AWNING OR CANOPY</p> <p><b><u>LETTERING AND LOGOS</u></b></p> <p><b>TYPE</b></p> <p><input type="checkbox"/> PAINTED                      <input type="checkbox"/> 3 DIMENSIONAL</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p> <p>COLORS (SPECIFY) _____</p> <p><b>TEXT</b></p> <p>WORDING ON SIGN OR AWNING _____</p> <p>Provide details of text colors, background colors, font styles, font heights and area of lettering and logos as required by the sign ordinance.</p>	

APPLICATION FOR SIGN/AWNING/CANOPY PERMIT

SIGN / AWNING / CANOPY DETAILS (CONT.)

SIGN

TYPE

- FLAT WALL, PROJECTION (SINGLE FACE, DOUBLE FACE), WINDOW, TEMPORARY, GROUND (SINGLE FACE, DOUBLE FACE), OTHER (SPECIFY)

LOCATION

- FRONT, SIDE, REAR

ILLUMINATION

- NON-ILLUMINATED, EXTERIOR ILLUMINATED

MATERIALS

- PLEXIGLAS, ALUMINUM, WOOD, OTHER (SPECIFY)

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? ... FT. ... IN.
WHAT IS THE DIMENSION FROM THE GRADE TO THE BOTTOM OF THE SIGN? ... FT. ... IN.
WHAT IS THE DIMENSION FROM THE GRADE TO THE TOP OF THE SIGN? ... FT. ... IN.
WHAT IS THE WIDTH OF THE SIGN? ... FT. ... IN.
WHAT IS THE HEIGHT OF THE SIGN? ... FT. ... IN.
WHAT IS (ARE) THE COLOR(S) OF THE SIGN?
HOW FAR WILL THE SIGN PROJECT FROM THE FAÇADE? ... IN.

AWNING / CANOPY

TYPE

- AWNING (SUPPORTED BY THE BUILDING), CANOPY (SUPPORTED BY COLUMNS)

LOCATION

- FRONT, SIDE, REAR

MATERIALS

SUPPORTING FRAMEWORK (SPECIFY)
COVERING (SPECIFY)

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? ... FT. ... IN.
WHAT IS THE WIDTH OF THE AWNING? ... FT. ... IN.
WHAT IS THE VERTICAL HEIGHT OF THE AWNING? ... FT. ... IN.
WHAT IS THE VERTICAL AREA OF THE AWNING? ... SQ. FT.
WHAT IS THE DIMENSION FROM GRADE TO THE BOTTOM OF THE AWNING? ... FT. ... IN.
WHAT IS (ARE) THE COLOR(S) OF THE AWNING?

## APPLICATION FOR SIGN/AWNING/CANOPY PERMIT

### APPLICANT'S CERTIFICATION

I hereby certify that I have been authorized by the property owner to make this application, that all information contained herewith is true and complete and accurately describes the existing and proposed uses of the subject property. I understand that if any of the above statements or information is false, misleading or omitted, I will be subject to penalty and revocation of the issued permit. I also grant permission to the Building Department staff to enter upon the property for purposes of evaluating this application.

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

1. Please read and understand the ordinance requirements pertaining to the installation of signs and awnings prior to completing this application. The full text of the ordinance can be viewed on the Township's website at [leonianj.gov](http://leonianj.gov).
2. All requested information, signatures, documents and required application fees must be received before the application will be deemed complete.
3. The name proposed to be placed on the sign or awning must be the same as the name the business is trading under, as shown on the application.
4. Submit three (3) copies of a drawing of the sign, awning or canopy. This drawing must be to scale and show all of the dimensions of the sign, awning or canopy.
5. Submit two (2) photographs of the entire building façade, one photograph showing the existing conditions and one photograph showing the proposed sign, awning or canopy superimposed on the photograph.
6. The application documents must show the actual color(s) of the sign, awning or canopy, including text and logos. These colors are to be on all multiple copies of the documents submitted.
7. All applications for awnings, canopies, projecting signs and ground signs require the submission of a survey/site plan. This survey/site plan must indicate the location and size of the proposed awning, canopy, projecting sign or ground sign and must also indicate the location and size of all existing awnings, canopies, projecting signs and ground signs on the property.
8. For applications involving a new business (no previously approved sign) or the change of a business name, a copy of a Certificate of Incorporation, an LLC Certificate or a Certificate of Trade Name must be submitted with the application package.
9. If this application is denied because it does not comply with the ordinance requirements, you may request waivers from those particular ordinance sections. The Planning Board is the only statutory body having the jurisdiction to grant such waivers. To be placed on a meeting agenda, sixteen (16) copies of this application (including all originally submitted documentation) must be submitted to the Planning Board secretary a minimum of ten (10) days before the scheduled Board meeting.
10. The business owner, or the owner's legal representative must attend the meeting of the Planning Board to present their case, provide testimony on the merits of the application and to answer questions by the members of the Board. The Board may approve the application as submitted, deny the application, or approve the application with modifications and conditions.

**AFTER APPROVAL OF THIS APPLICATION, YOU MUST OBTAIN A CONSTRUCTION PERMIT FROM THE BUILDING DEPARTMENT PRIOR TO THE INSTALLATION OR ERECTION OF YOUR SIGN, AWNING OR CANOPY.**

### OFFICE USE ONLY

REQUIRED DOCUMENTS	SUBMITTED	INITIALS	DATE
APPLICATION FORM	<input type="checkbox"/>	_____	_____
PROPERTY SURVEY	<input type="checkbox"/>	_____	_____
PROPOSED SITE PLAN	<input type="checkbox"/>	_____	_____
PREVIOUS APPROVALS/VARIANCES	<input type="checkbox"/>	_____	_____
APPLICATION FEE	<input type="checkbox"/>	_____	_____