

Block _____ Lot _____

TOWNSHIP OF PEQUANNOCK
APPLICATION FOR SIGN APPROVALS AND SIGN VARIANCE

Note to applicant: Fifteen (15) copies of the application and supporting documentation must be submitted with an application fee which is calculated by multiplying the area of the sign times four (4), plus escrow fee of \$750.

Supporting documentation required:

- (a) complete sign application
- (b) drawing of proposed sign(s) with signature of person preparing sign
- (c) copy of site plan or drawing of building façade indicating location of proposed sign(s)
- (d) photograph of existing signs if needed to indicate consistency.

Block _____ Lot _____

Applicant's Name: _____

Address: _____

Name of Business: _____

Business Address: _____

Daytime Telephone No. _____

Description of Proposed Signs

Sign I

1. Is the proposed sign attached or free standing? _____
2. What are the dimensions? _____
3. If attached, what is the area of the store front or building front? _____
4. If free standing, how high is the signs? _____
5. If free standing, what is the distance to the right of way? _____
6. What type of sign lighting is proposed? _____

Sign II

1. Is the proposed sign attached or free standing? _____
2. What are the dimensions? _____
3. If attached, what is the area of the store front or building front? _____
4. If free standing, how high is the sign? _____
5. If free standing, what is the distance to the right of way? _____
6. What type of sign lighting is proposed? _____

Signature of Applicant _____

Date: _____

Block _____ Lot _____

Owner's Name: _____

Owner's Address: _____

Daytime Telephone No. _____

1. What is the total number of existing signs? _____
2. How many of these are free standing signs? _____
3. Are there existing signs to be removed? _____
4. Which sign(s) will be removed? _____
5. How many businesses are at this location? _____
6. Are there vacant areas which will be occupied at a later date? _____
7. What is the sum of: existing signs that will remain, proposed signs, and signs that may be required for a future tenant that will occupy currently vacant spaces?

8. What is the total area of all attached signs (existing that will remain, proposed and planned)? _____
9. What is the total area of all free standing signs(existing that will remain, proposed and planned)? _____
10. How are free standing signs to be landscaped? _____

Signature of Owner: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)		D.O.B. (needed at bank)	
		mm / dd / year	
Business name, if different from above			
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶			<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
City, state, and ZIP code		Township of Pequannock 530 Newark Pompton Trpk. Pompton Plains, NJ 07444	
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
_ _ + _ _ _ _ _
or
Employer identification number
_ _ + _ _ _ _ _

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

J. Business Promotion Signs

- (1) Temporary business signs or banners shall not exceed 12 square feet in the C-1 or downtown district and 36 square feet in the C-2 and C-3 zone or highway business district.
- (2) Banners must be securely attached to the building where the business being advertised is located.
- (3) A temporary promotional business sign may be posted for a period of 30 days unless it is part of an approved 120 day plan and, then, according to the plan.
- (4) No business shall be permitted a temporary or promotional sign installation for any time period in excess of 120 days in one year.

K. New Business Promotion - Strings of streamers or pennants, spinners or similar devices are permitted to advertise the opening of a new business. These devices may be displayed for a period of 15 days beginning with the day of the opening.
(2006-25, Amended, 10/24/2006)

Section 153.06 Sign regulations for permanent signs.

A. Signs in Residential Districts

(1) Permitted Signs: The following kinds of signs are permitted in residential zone districts: a freestanding or attached sign identifying the name of the occupant, an attached sign identifying a permitted home occupation, an attached or free standing sign identifying a professional use, and signs approved by the Planning Board for a conditional use.

(2) No more than one permanent sign is permitted on any residentially use lot.

(3) The maximum area for each kind of sign shall be as follows:

Name plate - 2 square feet

Home occupation - 2 square feet

Professional use - 12 square feet

(4) No permanent sign in a residential zone except a sign attached to a mail box shall be closer than 20 feet to a property line and, except for professional use signs, shall, not exceed 36 inches in height. The height for a professional use sign shall not exceed 48 inches or four feet.

(5) Except for a conditional use, approved by the Planning Board or Board of Adjustment, no sign in residential areas shall be internally lit.

B. Signs permitted in Business Zones.

(1) The C-1, or Downtown Business District.

(a) Signs permitted: free standing signs, projecting signs, attached or awning signs, menu board signs, window signs and banners.

(b) Number of signs: Two signs, one of any category of sign listed above, shall be permitted for each use. (Temporary signs and window signs occupying less than 50% of the glass area are exempt from this count.)

One permanent freestanding sign is permitted for each commercial property and where there are many uses on said property, the freestanding signage for each use must be accommodated on one sign.

(c) Maximum area for each kind of sign:

- [1] freestanding - 15 sq.ft.
- [2] attached or awning - 24 sq.ft.
- [3] projecting - 6 sq.ft.
- [4] menu board - 4 sq.ft.

(d) No freestanding sign shall be closer than five (5) feet from the right of way or exceed a height of nine (9) feet. A freestanding sign shall be permitted only where there is a 30 foot front yard setback and where landscaping has been provided. The determination as to adequate space and landscaping will be made by the Planning Board during review of the sign application.

(e) No attached sign or projecting sign shall be installed that projects above the roof line of the structure, or facade to which it is attached.

(f) With the exception of a sign advertising a business while it is open, no sign shall be illuminated between 11:00 p.m. and 6:00 a.m. Sign lighting shall not produce glare.

(2) The C-2, C-3, C-4, or Highway Business Districts.

(a) The following kinds of signs are permitted in the Highway Business Districts and the Regional Commercial Districts: freestanding signs, attached or awning signs, electronic message centers/board, and window signs and banners. Only static messages may be provided on electronic message centers/boards. Exclusive of the time and temperature, which may change as required, such messages may only be changed every hour.

(b) One freestanding sign is permitted for each commercial property and where there are many uses on said property, the free-standing signage for each use must be accommodated on one sign.

One attached sign or one awning sign is permitted for each use. (Temporary signs and window signs up to 50% of the window are not included in this count.)

(c) Sign Area

[1] freestanding signs

Number of Uses	Sign Area in Square Feet
1 - 4 uses	50
5 or more uses	12 for each use provided that no sign exceeds 144 square feet

[2] attached or awning signs

Area of Store Front in Square Feet	Sign Area in Square Feet
0 - 600	40
601 - 1000	50
1001 - 2000	50 or 5% of facade which ever is larger
2001 - 4000	100 or 4% of facade which ever is larger
4001 - 6000	160 or 3.5% of facade which ever is larger
8000 up	210

[3] Electronic message centers/boards are permitted in conjunction with an attached or free standing sign but must be accommodated so that the area of all signage does not exceed the total area permitted.

(i) The height of an electronic message center/board shall not exceed (2) feet in height and 18 square feet in area.

(ii) The message center/board background shall be black with light colored text, typically white, yellow or red.

(iii) If lighting is proposed, all freestanding signs shall be internally illuminated. The minimum amount of light required to allow the sign to be readable shall be used and it shall be appropriate for the character of the site and the surrounding land uses.

(d) The height of a free standing sign shall not exceed twenty-four feet and the horizontal edge of the display area shall be a minimum of seven feet from the ground. A free standing sign shall be set back ten feet from the public right-of-way.

(e) The upper horizontal edge of an attached or awning sign shall not be installed higher than the extent of the vertical wall to which it is attached or twenty-four feet, whichever is less.

(f) Both internal and external sign lighting is permitted, however, lighting shall not produce glare.

(3) Signs permitted at Gasoline Stations

(a) The following kinds of signs are permitted at gas stations: free-standing signs, attached or canopy signs, signs over entrance bays, customary lettering or other insignia which are a structural part of the gasoline pump, a credit card sign, a sign indicating the location of a waste oil recycling facility, and banner signs.

(b) The number of signs shall be limited as follows: one free-standing sign, three attached signs, provided that two of these are permitted only if attached to a canopy, one sign over each bay, one credit card sign, one oil recycling facility sign and pump signs as required by law.

(c) The maximum size of signs permitted shall be limited as follows:

- [1] free standing - 50 sq. ft.
- [2] attached - 20 sq. ft.
- [3] sign over bay - 4 sq. ft.
- [4] credit card - 4 sq. ft.
- [5] pump signs - as required by law

[6] oil recycling sign - 4 sq. ft.

(d) No free standing sign shall be located closer than five feet from the right-of-way and no free standing sign shall exceed twenty four feet in height or shall have the lowest edge of the display area closer than 10 feet from the ground.

(e) No attached sign shall be permitted that is higher than the vertical wall to which it is attached;

(f) Internal and external lighting is permitted.

(g) A credit card sign or a sign advertising the location of a waste oil recycling facility may be attached to the building facade.

C. Signs permitted in Industrial Zone Districts

(1) The following kinds of signs are permitted in Industrial Zone Districts: free standing signs and attached signs.

(2) No more than one attached sign and one freestanding sign is permitted for any use. No more than one freestanding sign is permitted for each commercial property and where there is more than one use on said property the freestanding signage for each use must be accommodated on one sign.

(3) The area of signs in industrial districts shall be limited as follows:

- a. freestanding - 40 square feet
- b. attached sign - 40 square feet

(4) No permanent sign shall be installed closer than 10 feet from the property line or higher than the extent of the vertical wall.

(5) External and internal lighting is permitted in industrial zones, however, no sign shall be illuminated between the hours of 10:00 p.m. and 7:00 a.m.

D. Signs permitted for Institutional Uses

(1) The kinds of signs that are permitted at schools and churches or at other institutions of a public or quasi-public nature are as follows: Free standing signs, attached signs and changeable letter signs.

(2) The number of signs shall be limited as follows: One free standing sign, and one changeable letter sign and one attached sign is permitted on an institutional building.

(3) The size of signs permitted in conjunction with an institutional use shall not exceed the following dimensions:

- (a) free standing - 20 sq. ft.
- (b) attached - 1% of building facade
- (c) a changeable letter sign shall not exceed 9 sq. ft., except if it is installed in conjunction with a free standing sign, the total area of the free standing sign and changeable letter sign shall not exceed thirty (30) square feet.

(4) No freestanding signs shall exceed eight feet in height nor shall be located closer than twenty feet to any property line. No attached sign shall be installed such that the top edge is higher than fourteen feet measured from the ground.

(5) External and internal lighting is permitted, however, no sign shall be illuminated between the hours of 10:00 p.m. and 7:00 a.m.

E. Directional Signs

(1) Signs that indicate the location of churches, schools or similar institutional uses shall be allowed at a location other than that of the institutional use provided that these signs are approved by the Planning Board.

(2) A directional sign shall not exceed three square feet and shall not be posted without permission of the owner of the property where the sign will be installed.

(Ord. 2006-30, Amended, 10/24/2006; Ord. 99-20, Amended, 11/23/1999)

Section 153.07 Sign guidelines.

- . Uniformity of signage on each lot
- . Letters of adequate size to be legible at highway speeds
- . Free standing signs should be supported on a base designed to match building materials and architectural design
- . No more than two colors should be utilized on any one sign

C-1 District Guidelines

- . Signs should be located at pedestrian level
- . Attached signs should be no more than two feet high and located below the second floor level of the building
- . Wood and metal sign materials are recommended
- . External lighting is preferred as is a "colonial" style and colors.
- . replacement of nonconforming signs with conforming signs in furtherance of improving the business district.

Section 153.08 Non-conforming signs and sign structures.

A. A sign that has been approved by the Planning Board and been issued a building permit prior to the date of this Ordinance shall be a non-conforming sign which may be repaired or replaced upon demonstration to the Planning Director of such legal pre-existing status.

B. A non-conforming sign or sign structure which is destroyed or damaged by any casualty may be restored within three (3) months after such destruction or damage.

C. A non-conforming sign or sign structure shall be removed within ninety (90) days if the building containing the use to which the sign is accessory is demolished or destroyed to an extent exceeding fifty percent (50%) of the building's appraised value.

Section 153.09 Sign maintenance.

If the Zoning Officer or Construction Official finds that a sign is in need of repair due to graffiti, faded conditions, is without an insert or has broken parts or because it is unsafe or insecure, the Zoning Officer

or Construction Official may cause sign maintenance or repair. In such instances, a notice of violation will be mailed to the property owner, and where applicable, the owner of the business. The responsible person will have ten (10) days to complete the repair or such time as agreed to by the Zoning Officer and shall notify the Zoning Officer as to when the repair has been accomplished. Failure to complete the work or to notify the Zoning Officer within the specified time frame will subject the responsible party to further legal action and fines as described below.

Section 153.10 Enforcement.

A. Permanent Sign

Any person, firm or corporation violating any provision of the Sign Ordinance pertaining to Permanent Signs and failing to abate said violation within the time frame agreed to by the Zoning Officer is subject upon conviction, to a fine of not more than one thousand dollars (\$1,000.00) or imprisonment, not to exceed ninety (90) days at the discretion of the Court. Every day that a violation continues after the expressed amount of time provided to remedy the violation shall be deemed a separate offense.

B. Temporary Signs

Any person, firm or corporation convicted of violating any provision of this Sign Ordinance pertaining to Temporary Signs shall be subject to a fine of not more than \$500.00 nor less than \$50.00 for the first offense, \$100.00 for the second offense, and \$200.00 for the third and any subsequent offense. Every day that a violation continues shall be deemed a separate violation of this ordinance.

(2006-25, Amended, 10/24/2006)