



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

### SIGN PERMIT APPLICATION INSTRUCTIONS

Applications for sign permits shall be submitted to the Zoning 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 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.
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 Zoning 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 Zoning 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 Zoning officer for a single additional 90 day period.
9. Within 10 working days of completion of approved work related to a permitted sign, the permittee or sign contractor shall notify the Zoning Officer that the sign is ready for a final inspection. The Zoning 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 applicable ordinances of Coolbaugh Township.
10. Failure to notify the Zoning 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 of Coolbaugh Township 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 contact the Zoning Officer prior to submitting the application. Any discrepancies can result in a delay of the application's approval.

**COOLBAUGH TOWNSHIP ZONING APPLICATION**  
5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413

**SIGN PERMIT APPLICATION**

Date \_\_\_\_\_

OWNER/ LESSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SIGN CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LOCATION OF PROPERTY: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

DEVELOPMENT/COMMUNITY \_\_\_\_\_

TAX NUMBER \_\_\_\_\_ MAP NUMBER \_\_\_\_\_

HEIGHT \_\_\_\_\_ SIGN DIMENSIONS \_\_\_\_\_ SIGN TYPE \_\_\_\_\_

SITE PLAN ATTACHED \_\_\_\_\_ YES \_\_\_\_\_ NO ILLUMINATION \_\_\_\_\_ YES \_\_\_\_\_ NO

SCALED DRAWING ATTACHED \_\_\_\_\_ YES \_\_\_\_\_ NO APPLICANT SIGNATURE \_\_\_\_\_

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THIS SECTION FOR TOWNSHIP USE ONLY

DATE OF ACTION \_\_\_\_\_

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

FEE \$ \_\_\_\_\_ ZONING OFFICER SIGNATURE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the designated Coolbaugh Township official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Coolbaugh Township Zoning Ordinance.

**The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation, including but not limited to the Coolbaugh Township Zoning Ordinance. A Zoning Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.**

Notice is hereby given that if the property described in this permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to the State Highway Law, before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

**The Zoning Officer does not guarantee or give opinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The Applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Coolbaugh Township Zoning Ordinance, the Coolbaugh Township Stormwater Management Ordinance, the Coolbaugh Township Subdivision and Land Development Ordinance, any and all regulations governing wetlands and/or other natural resources, and all other Township, County, State and/or Federal laws and regulations. The issuance of a Zoning Permit does not guarantee that the property is a buildable lot.**

Applicant is aware that he/she cannot commence excavation or construction until a Zoning Permit and any and all other requisite permits and/or approvals have been issued by the Township of Coolbaugh or other relevant agency.

Applicant is aware that he/she cannot use the property or change the use of the property herein until he/she has applied for and received a Zoning Permit for such proposed use.

Applicant is aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made the Applicant must apply, in writing, for a Certificate of Use and Occupancy.

By signing this Application, I certify that all facts set forth within the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Coolbaugh Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date