



**BOROUGH OF EDINBORO**  
**BUILDING AND ZONING CODE DEPARTMENT**  
 124 Meadville Street, Edinboro, PA 16412  
 (814) 734-1812 ext. 139 // jrhen@edinboro.net / mjones@edinboro.net

**Application for Signage**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Parcel ID #: \_\_\_\_\_ Property Type: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Contractor Address: \_\_\_\_\_  
 Contractor phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Proposed Installation Date: \_\_\_\_\_

Type of Sign: Wall Sign  Pole Sign  Monument  Other  Temporary (Banner/Flag) Sign  (30 day limit)

Notes: \_\_\_\_\_

Size / Area of Proposed Sign \_\_\_\_\_ Height of Pole/Monument Sign \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Square Feet: \_\_\_\_\_ Feet above grade

Existing Signage on Structure: \_\_\_\_\_

*APPLICANT MUST ATTACH A COPY OF THE PROPOSED SIZE SIGN(S) WITH ALL APPLICABLE DIMENSIONS.*

Regulations regarding signs may be found in the Edinboro Zoning Ordinance §27-408

If you have any questions, feel free to contact the Zoning Administrator.

I hereby attest I have read the information stated on this application and the attached informational page. Furthermore, I attest the information I furnished is true and correct.

\_\_\_\_\_  
 Owner Date

\_\_\_\_\_  
 Applicant Date

*Building & Zoning Department only* Submitted: Sketch  Design  Site Plan

Review of Application: \_\_\_\_\_  
 Building & Zoning Administrator Date

Action: Approved Denied Review Pending | Pd Cash Check # \_\_\_\_\_ Charge Money Order Date: \_\_\_\_\_

Pending banner/flag type Permit # \_\_\_\_\_ Invoice # \_\_\_\_\_

Cashiered on \_\_\_\_\_ By \_\_\_\_\_

Information on your Sign Permit Application:

§27-408 Signs

A sign permit shall be required prior to the erection or alteration of any sign, except those signs specifically exempted from this requirement in Section 3.C of this Ordinance.

- ✓ Application for a sign permit shall be made in writing to the Zoning Administrator and shall contain all information necessary for such Administrator to determine whether the proposed sign or the proposed alterations conform to the requirements of this Ordinance.
- ✓ The application shall be signed by the property owner and individual requesting the permit.
- ✓ No sign permit shall be issued except in conformity with the regulations of this Ordinance, except after written order from the Zoning Hearing Board or the courts.
- ✓ All applications for sign permits shall be accompanied by plans or diagrams in duplicate and approximately to scale, showing the following:
  - The exact dimensions of the lot or building upon which the sign is proposed to be erected;
  - The exact size, dimensions and location of the said sign on the lot or building;
  - Any other lawful information which may be required by the Zoning Administrator.

**Terms:**

*Sign*—any structure, building, wall or other outdoor surface, or any device or part thereof, which displays or includes any letter, word, model, banner, flag, pennant, insignia, device or other representations used for announcement, direction, advertisement or identification. The word “sign” includes the word “billboard,” but does not include the flag, pennant or insignia of any nation, state, city or other political unit, nor public traffic or directional signs. The word “sign” includes temporary and portable devices as well as permanent signs. The “area of a sign” shall be construed to include all lettering, wording and accompanying designs and symbols, together with the background, including framework and bracing which is incidental to the display itself, when viewed from its widest silhouette. Where the sign consists of individual letters or symbols attached to or painted on a surface, the area shall be considered the smallest rectangle which can be drawn to encompass all of the letters and symbols.

*Sign, advertising*—a sign which directs attention to a business, profession, service or industry, conducted, sold, manufactured, assembled or offered for sale other than upon the premises where the sign is displayed.

*Sign, business*—a sign which directs attention to a business, profession or industry conducted on the premises or to products sold, manufactured or assembled upon the same premises upon which it is displayed.

**§27-408. Signs.**

1. Application. [Ord. 545]

2. General Intent. [Ord. 545]

3. The following sign regulations shall be observed in all districts:

A. In all districts, except the University District, each residence shall be required to display its street number upon the structure, or within the front yard, with numbers or letters at least 3 inches in height.

B. This Section shall not apply to the University District.

C. The following signs shall be permitted in all districts, and no permit shall be required to erect such signs:

(1) Temporary signs announcing a campaign, drive or event of a civic, philanthropic, educational or religious organization; provided, such sign shall not exceed 32 square feet in area and shall be removed immediately upon the completion of the campaign, drive or event.

(2) Signs offering the sale or rental of the premises upon which the sign is erected; provided, that the area of any such sign shall not exceed 2 square feet and not more than one such sign shall be placed on the property unless such property fronts on more than one street, in which case one sign may be erected on each street frontage.

(3) Temporary signs of contractors, developers, architects, engineers, builders and artisans, erected and maintained on the premises where the work is being performed; provided, that the area of such sign shall not exceed 32 square feet; and, provided, that such sign shall be removed upon completion of the work.

(4) No trespassing signs, signs indicating the private nature of a road, driveway or premises, signs controlling fishing or hunting on the premises, provided that the area of such sign shall not exceed 2 square feet.

(5) Political signs. [Ord. 545]

D. No signs shall be permitted within public rights-of-way, except those of a duly constituted governmental body, including traffic signs and similar regulatory notices. [Ord. 545]

E. Directional and information signs, not exceeding 4 square feet in area, per use, premises or establishment and used for the direction and protection of the public, shall be permitted in all nonresidential districts.

F. No sign shall project more than 12 inches from the building facade to which it is attached, except that signs may project at 90-degree angles in commercial districts as provided in subsection .5.D of this Section.

G. No sign that is a part of, or is supported by, a building shall be erected upon the roof of such building, nor shall such sign extend above the height of the building.

H. The height of freestanding signs from curb level to the top of the sign shall not exceed 15 feet in all areas except commercial districts where they may extend to 25 feet in height.

I. In residential, agricultural, recreational and industrial districts, signs will be permitted in the front yard, but must be at least 10 feet behind the front property line. In commercial districts, signs may be permitted up to the front yard line except where such signs would interfere with the required free sight triangle (see §27-403.3), or where they would interfere with pedestrian or traffic visibility. Signs shall not project over or onto any public right-of-way.

J. Signs may be lighted with non-glaring lights, or may be illuminated by shielded floodlights. No red, green or amber lights shall be permitted, and lighting shall be screened from adjacent properties. No lights of intermittent, flashing or animated types shall be permitted. No mechanical signs will be permitted.

K. Every sign shall be constructed of durable material and kept in good condition and repair and not permitted to become dilapidated. [Ord. 545]

L. Any obsolete sign will be permitted for 60 days. [Ord. 545]

4. In residential districts, the following signs shall be permitted:

A. Home occupation or nameplate sign displaying the name and address of the occupant or the profession or activity of the occupant of a dwelling unit; provided, that not more than one such sign shall be erected for each permitted use; and, provided, that the area of each such sign shall not exceed 2 square feet; and, provided, that each such sign shall be fixed flat on the main wall of such building or may be erected in the front yard, but not within 10 feet of a street line.

B. Sign, bulletin board, announcement board or identification sign for schools, churches, hospitals or other principal uses and buildings other than dwellings on the same lot therewith for the purpose of displaying the name of the institution and its activities or services; provided, that the area of any such sign shall not exceed 32 square feet and not more than one such sign shall be erected on any one street frontage.

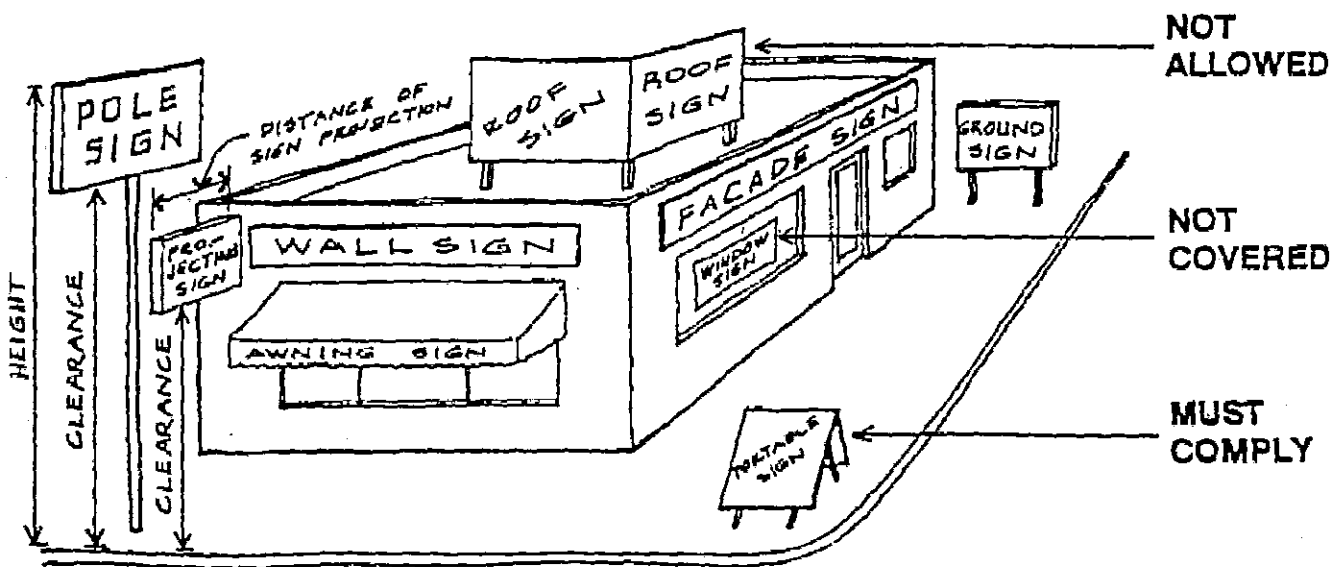
C. For multiple unit dwelling complexes, one sign, not to exceed 2 square feet per building, shall be permitted identifying the name, address and telephone number of the owner or manager. In addition, one sign which exclusively identifies the multiple unit dwelling complex by its commonly known name, said sign not to exceed 32 square feet, shall be permitted.

(Ord. 457, 1/31/1994, §408; as amended by Ord. 545, 2/26/2007, §27-408)

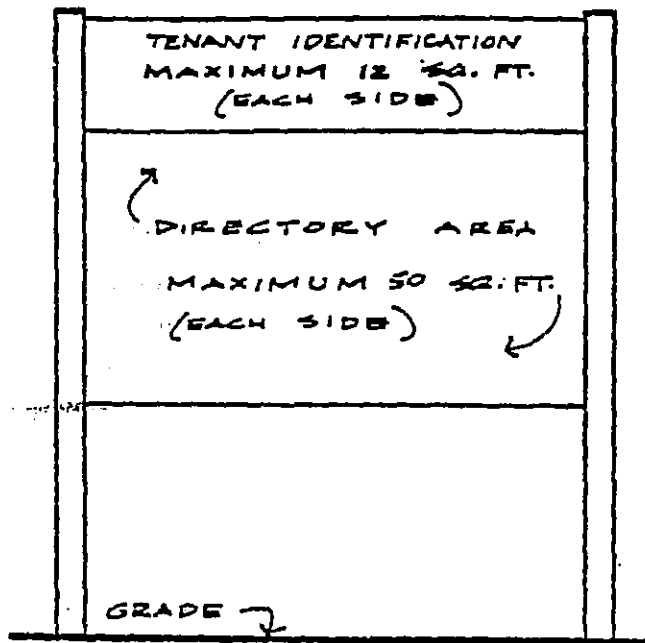
**Note:** The purpose of this page is to illustrate and explain the principal provisions of Section 408 of the Ordinance relating to signs, not to replace those regulations. This Section is for guidance only, the Zoning Ordinance is a governing document.

- 408(c)(1) Temporary signs for drives, campaigns, etc. for non-profit groups, 32 sq. ft.
- (c)(2) For rent, for sale, 2 sq. ft., one per street frontage
- (c)(3) Development sign (during construction only) 32 sq. ft.
- (c)(4) No trespassing, no hunting, no fishing, etc., 2 sq. ft.
- (e) Directions, information (parking) 4 sq. ft.
- (h) Freestanding (pole and ground), 25 ft. maximum height (see illustration)
- (i) Sign set backs are 10 ft. in residential, recreational, and industrial districts, 0 ft. in commercial, except where they are a traffic hazard.
- (m) Political, 6 sq. ft., to be removed after election
- 408.1(a) Home occupation 2 sq. ft., fixed flat on building
- (b) Bulletin, identification, institutional, 32 sq. ft.
- (c) Multiple-unit dwelling signs, contact 2 sq. ft., identification 32 sq. ft.
- 408.2(a) Temporary directions, 6 sq. ft.
- (b) Business 2 sq. ft. per lineal foot of facade, example: building facade 25 ft.,  $25 \times 2 = 50$  sq. ft. sign allowed (60 sq. ft. maximum)
- (d) Projecting signs 16 sq. ft. per face, 10 ft. clearance (see illustration)
- (e) Pole and ground signs 50 sq. ft./face, only 2 faces, 25 ft. maximum height, 10 ft. ground clearance
- (g) Directory signs (see next page)
- 408.3 Industrial district, 60 sq. ft.

**ILLUSTRATION**



**SIGN TYPES**



DIRECTORY SIGN