

Date: \_\_\_\_\_

Paramus Zoning Department: Signage Officer - (201) 265-2100 Ext: 2237

# **SIGNAGE REVIEW FEE APPLICATION**

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**Please provide the following information for review of your Signage Application and submit with a check made out to the Borough of Paramus.**

*Pursuant to Sections 367-8.D. of the Code of the Borough of Paramus, a non-refundable zoning review fee of \$35.00 per sign shall be due at the time of filing a sign permit applications. This fee shall cover the cost of reviewing the sign permit application for compliance with Chapter 429, zoning as amended and supplemented.*

## **FEE SCHEDULE: Signage applications: Fee of \$35.00 per sign**

\*Signs, as referenced in the Borough Code, include but not limited to wall signs, free-standing signs, pylon signs, monument signs, entrance signs, institutional signs, gas station signs, office building signs, interior mall signs, professional or announcement signs.

Number of Signs proposed: \_\_\_\_\_ x \$35.00 per sign due = \$ \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Work-Site Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Contractors Address: \_\_\_\_\_

\_\_\_\_\_

Contractors Telephone No.: (\_\_\_\_) \_\_\_\_\_

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# CHECKLIST FOR SUBMITTING A SIGNAGE PERMIT APPLICATION

## 1. CONSTRUCTION PERMIT APPLICATION

- \_\_\_\_\_ A. FILL-OUT NAME, ADDRESS & TELEPHONE NUMBER OF RESPONSIBLE PERSON IN CHARGE OUTSIDE & INSIDE OF FOLDER.
- \_\_\_\_\_ B. THE BUILDING PERMIT INCLUDE CLIENT, GENERAL CONTRACTORS INFO, CONTRACTOR'S LICENSE NUMBER, ESTIMATED COST AND DESCRIPTION OF WORK.
- \_\_\_\_\_ C. THE ELECTRICAL PERMIT INCLUDE CLIENT, AND NJ STATE LICENSED ELECTRICIAN INFO, ESTIMATED COST OF ELECTRIC, THE UL#'S & THE PERMIT MUST BE SIGNED & SEALED.
- \_\_\_\_\_ D. THE SMALL CONSTRUCTION FORM SHOULD INCLUDE CLIENT & GENERAL CONTACTOR'S INFO, DESCRIPTION OF WORK & ESTIMATED TOTAL COST.

## 2. SUBMIT (2) SETS OF PLANS FOR A SIGNAGE APPLICATION

- \_\_\_\_\_ A. SIGN DRAWINGS MUST BE SUBMITTED SHOWING ALL COLORS AND DIMENSION OF EACH SIGN (See below definitions).
- \_\_\_\_\_ B. ELEVATION DRAWINGS SHOWING THE HEIGHT & LENGTH OF THE TENANT SPACE MUST BE SUBMITTED. PROPOSED SIGNAGE MUST ALSO BE DRAWN ON THE ELEVATION DRAWINGS SHOWING THE ROOFLINE OR PARAPET WALL HEIGHT (See below definitions).
- \_\_\_\_\_ C. FREESTANDING SIGNS AND ENTRANCE SIGNS MUST BE SHOWN ON A SITE PLAN WITH SETBACKS.
- \_\_\_\_\_ D. REFACING SIGNS: MUST SUBMIT PICTURES OF THE EXISTING SIGNS.

**Sign Dimensions:** To calculate dimensions of a signs a rectangle must be drawn around the whole sign – from the highest point to the lowest point – show the dimensions of the rectangle on the drawings.

**Elevation Dimensions:** Show the height & length of the tenant space to the roofline on the elevation drawings – To calculate take the height & length total & multiply by .5% for the allowable size of sign permitted on a wall.

**Parapet Roofs:** A sign is permitted above the roofline as long as the parapet is not more than 4ft in height – anything higher would require a variance.

PLEASE SUBMIT THIS CHECKLIST SHEET WITH YOUR APPLICATION TO ASSURE A FULL AND COMPLETE APPLICATION CAN BE REVIEWED IN A TIMELY MANNER.