



MIDDLE SMITHFIELD TOWNSHIP
147 MUNICIPAL DRIVE
EAST STROUDSBURG, PA 18302
570-223-8920
570-223-8935 FAX

APPLICATION FOR SPECIAL EVENT SIGN PERMIT

1. Applicants Name: _____
Mailing Address: _____
Phone Number: _____
Email: _____
2. Property Owner Name: _____
Mailing Address: _____
Phone Number: _____
Email: _____
3. Relationship between applicant and owner (if not the same): _____
4. Property Address: _____
5. PIN: _____
6. Event Date: _____
7. Does this event benefit a charitable or public service organization? _____
If yes, please provide name of organization: _____
8. Dates sign(s) will be displayed: _____

Submit completed permit application along with the following in accordance with §090-040B:

- Plat plan of property showing location of the sign(s)
- Drawing of proposed sign(s) specifying type of sign, sign area and height
- A letter from the property owner acknowledging and approving the placement of the sign(s)

Sections 090-040B, 090-100D-F, and 090-130A(12) of Chapter 200 Zoning of the Middle Smithfield Township Code are attached. Signature of Applicant below confirms receipt and agrees to adherence of these regulations.

This permit is issued only for the purpose applied for. Any change to the terms of this application after issuance of the Zoning Permit requires an additional application and appropriate fee.

Applicant hereby authorizes members of the Township Board of Supervisors, staff and representatives to enter the property for the purpose of site inspections if necessary.

Signature of Applicant: _____ Date: _____

Middle Smithfield Township Code
Chapter 200 Zoning

§090-040

- B. Permit Application. Applications for zoning permits for signs shall be completed and submitted using forms provided by the Township. Applications shall include the following information in either written or graphic form:
- (1) Location of the sign in relation to lot lines, buildings, sidewalks, streets, public rights-of-way, street intersections and existing signs of more than 5 square feet. The following features shall be shown where they may be directly impacted by the proposed sign: wooded areas, trees greater than 24" trunk diameter at 4.5 feet above ground level, wetlands, and watercourses. In addition, information on similar features on immediately adjacent properties may be required by the Zoning Officer if they may be directly impacted by the proposed sign, such as if wooded areas are proposed to be removed on an adjacent lot.
 - (2) Type of sign (such as ground or wall) and general description of structural design and construction materials.
 - (3) Drawing(s) of the proposed sign which shall contain specifications indicating height, perimeter, area, dimensions, type of lettering, text, color, means of support, method of illumination, and any other significant characteristics of the proposed sign.
 - (4) Letter acknowledging and approving the construction and use of the sign by the property owner or his/her authorized representative, or written evidence that the applicant (such as a tenant) is authorized to submit a zoning application.
 - (5) Specific additional information that the Zoning Officer determines is necessary to determine compliance with a requirement of this Article.
 - (6) The required sign permit fee as established under separate resolution by the Board of Supervisors. Permit fees are intended to cover the cost for administering this Ordinance.
 - (7) A landscaping plan, if required by this Zoning Ordinance.

§090-100

- D. Setbacks and Signs in the Right-Of-Way and on Public Property.
- (1) Except as otherwise permitted by this Ordinance, all signs shall be set back at least ten (10) feet from a street right-of-way line, or from a street cartway where a right-of-way line does not exist. Only official governmental signs and signs authorized under PennDOT regulations to be located within a public right-of-way shall be allowed within a public right-of-way.
 - (2) Public Property
 - a) A person or non-governmental entity shall not post any sign upon public property without written permission from the governmental entity that owns or controls that property, except for customary information utility companies place on utility poles. Political and commercial advertising signs shall not be allowed on public property except for:
 - (1) political signs on election days where allowed outside of a polling place, and
 - (2) signs authorized by a governmental entity to recognize a sponsor of a festival or recreation association, provided such signs are not designed to be readable from a public street or dwelling.
 - b) A sign posted on Township property or within a public street right-of-way without governmental permission may be removed and discarded.

- (3) Freestanding signs of more than ten (10) square feet in sign area shall be setback a minimum of ten (10) feet from any adjacent lot line of a lot that is not in common ownership with the lot where the sign is located.
- E. Signs on Private Property. No person shall post a non-governmental sign upon private property without permission from the property owner. A non-governmental sign posted on private property without permission of the property-owner may be removed and discarded by the property-owner or his/her designee.
- F. Signs and Traffic Safety. All signs shall meet the following minimum traffic safety standards:
 - (1) No sign shall be erected so as to obstruct any of the following:
 - a) the clear sight triangle at any street intersection,
 - b) safe sight distances at vehicle driveways, or
 - c) views of a traffic control sign or a traffic signal.
 - (2) No signs or outdoor graphics shall by color, location, or design resemble or conflict with traffic control signs or traffic signals.

§090-130A

- (12) Special Event Sign (includes banners). Signs announcing special events including but not limited to auctions, grand openings, new management, going out of business, and events sponsored by religious, charitable, or public service organization or occasional festivals within a Resort Complex/Commercial Resort are permitted as allowed in Schedule I of this Article, provided that:
 - (a) A zoning permit shall be obtained at least once a year that lists the dates or weeks when the special event signs will be displayed. Such signs shall not be displayed on one lot a grand total of more than 60 days per calendar year, except a maximum total of 90 days shall apply where the special event benefits a charitable or public service organization.
 - (b) A maximum of two special event signs are permitted on-site, except four special event signs shall be allowed where the special event benefits a charitable or public service organization.
 - (c) No special event sign may advertise an off-site event, except an event that benefits a charitable or public service organization or that is within a Resort Complex or Commercial Resort.
 - (d) The signs shall comply with § 090-100 D, E and F
 - (e) The signs shall comply with the following requirements:
 - (1) Maximum sign area of 10 square feet in residential areas or rural areas.
 - (2) Maximum sign area per sign of 25 square feet in all other areas or within a resort complex or commercial resort.
 - (3) Maximum sign height of 10 feet.
 - (f) A maximum of four special events that run for no longer than seven consecutive calendar days per parcel per year are permitted except where the special event benefits a charitable or public service organization.
 - (g) Special event signs may be displayed for no more than 14 days prior to the event and no more than two days following the event.