



BOROUGH OF MEDIA

CODE ENFORCEMENT DEPARTMENT
301 N JACKSON STREET
2nd FLOOR
MEDIA, PA 19063
610-566-5210, Ext. 246
Fax 610-566-0335

APPLICATION FOR SIGN REVIEW BY MEDIA BOROUGH PLANNING COMMISSION

Important directions to the applicant:

1. The applicant or a representative who is capable of discussing with the planning commission any questions, which may arise, **must attend the meeting**. Questions that, due to the absence of a representative, cannot be answered will most likely cause the application to be tabled until the next monthly meeting
2. Applications for consideration by the planning commission **must** be submitted to the code enforcement officer at the Media Municipal Center, 301 N. Jackson Street, 2nd floor government offices, a minimum of seven (7) working days prior to a monthly planning commission meeting. Application must be accompanied with two (2) color copies of the proposed sign along with the plot plan as required.
3. All signs (including awnings with lettering) must be approved by the Media Borough planning commission which meets on the first Tuesday of each month at 7:30 p.m. unless otherwise advertised.
4. All signs must conform with the requirements of Media Borough Ordinance 823, the Media Borough zoning ordinance, of 1989 and amendments thereto. Applicants are encouraged to purchase a copy of this ordinance at the Media Municipal Center, 301 N Jackson Street, prior to submitting their sign application
5. Sign application/processing fee of \$35 per sign must be submitted with this application

rev 6/05

**APPLICANT MUST SUPPLY ALL INFORMATION REQUESTED BELOW
IN ORDER FOR THE PLANNING COMMISSION
TO EVALUATE THE APPLICATION**

Zoning district _____ Date of application _____

Administrative information

Address at which sign(s) is/are proposed _____
Legal name of business _____
Proprietor(s) of business _____

PROPERTY OWNER'S AUTHORIZATION

Property owner _____
Property owner address _____
Property owner telephone _____
Property owners authorization for sign installation I grant permission for the above listed tenant to install sign(s) as described upon this application on my property at the above address
_____ (signature of owner)
_____ (date)

The following information is required to be submitted with this application. It is suggested that the applicant check off the blank to the left of the item once they've included it with their application package.

ck here
if enclosed

- ___ Attach site plan showing:
 - 1) location of signs upon the building or property
 - 2) set backs from property line(s) and building(s)
 - 3) location of street right-of-way

- ___ Attach color photograph of building

- ___ Building frontage(in feet) _____

- ___ Front of building on _____
(street)

Type of sign(s) proposed:

Wall sign(s)

Wall Sign #1

Location on building _____

Dimensions _____

Message proposed on sign

Colors-- including background and lettering

Describe manner in which sign is to be illuminated (if permitted)

Wall sign #2 *(if permitted)*

Location on building _____

Dimensions _____

Message proposed on sign

Colors-- including background and lettering

Describe manner in which sign is to be illuminated (if permitted)

Wall sign #3 *(if permitted)*

Location on building _____

Dimensions _____

Message proposed on sign

Colors-- including background and lettering

Describe manner in which sign is to be illuminated (if permitted)

Free standing sign (if permitted)

Location on site (reference to required site plan)

Dimensions _____

Height _____

Message proposed on sign

Colors-- including background and lettering

Describe manner in which sign is to be illuminated (if permitted)

Awning/canopy sign (if permitted)

Location in reference to building (note prohibition against supports in R-O-W)

Dimensions of awning/canopy _____

Dimensions of lettering _____

Message proposed on sign

Colors including background and lettering

Describe manner in which sign is to be illuminated (if permitted)

Sign installer information

Sign installer license number _____
Sign installer _____
Sign installer address _____
Sign installer phone number(s) _____

PLANNING COMMISSION APPROVAL

Approved by planning commission:	
_____	_____
(approving officer)	(date)
Conditions of approval:	
1.	_____

2.	_____

3.	_____

4.	_____
