



BOROUGH OF MEDIA

CODE ENFORCEMENT DEPARTMENT
301 N JACKSON STREET
2nd FLOOR
MEDIA, PA 19063
610-566-5210, Ext. 247
Fax 610-566-0335

APPLICATION FOR SIGN, AWNING or CANOPY REVIEW BY MEDIA BOROUGH CODE ENFORCEMENT DEPARTMENT

Important directions to the applicant:

1. Applications for review are to be submitted to the Code Enforcement Department at the Media Municipal Center, 301 N. Jackson Street, 2nd floor government offices.
2. Application must be accompanied by two (2) color copies of the proposed sign, awning or canopy.
3. When applying for a free-standing sign, a plot plan must accompany the application.
4. All signs, awnings, and canopies must be approved by the Code Enforcement Director.
5. All signs must conform to the requirements of Chapter 311, Article XIV- Sign Regulations, of the Media Borough Code. Copies of these regulations are included with the sign application package available at the Media Municipal Center, 301 N Jackson Street.
6. Sign application/processing fee of \$35 per sign must be submitted with this application.

**APPLICANT MUST SUPPLY ALL INFORMATION REQUESTED BELOW
IN ORDER FOR THE CODE ENFORCEMENT DEPARTMENT
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 _____	Phone # _____

PROPERTY OWNER'S AUTHORIZATION

Property owner _____	
Property owner address _____	
Property owner telephone _____	
Property owner's 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) _____

CODE ENFORCEMENT DEPARTMENT APPROVAL

Approved by Media Borough Code Enforcement Department	
_____	_____
(approving officer)	(date)
Conditions of approval:	
1.	_____

2.	_____

3.	_____

4.	_____
