



**BOROUGH OF MEDIA**  
CODE ENFORCEMENT DEPARTMENT  
301 N JACKSON STREET  
2nd floor  
MEDIA, PA 19063  
610-566-5210  
Fax 610-566-0335

**APPLICATION FOR TEMPORARY BANNER/SIGN**

**Important directions to the applicant:**

1. Applications **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 the first or fifteenth of the month during which you would like to display the temporary banner
2. Sign application/processing fee of \$35 per sign must be submitted with this application

**Administrative Information**

Zoning district \_\_\_\_\_ Date of application \_\_\_\_\_

Address at which temporary banner is proposed \_\_\_\_\_

Legal name of business \_\_\_\_\_

Proprietor(s) of business \_\_\_\_\_

Proprietor(s) telephone # \_\_\_\_\_

**Property Owner's Authorization**

Property owner \_\_\_\_\_

Property owner address \_\_\_\_\_

Property owner telephone \_\_\_\_\_

Property owners authorization for temporary banner  
I grant permission for the above listed tenant to install a temporary banner as described upon this application on my property at the above address

\_\_\_\_\_ (signature of owner) \_\_\_\_\_ (date)

**Describe banner**

Location on building \_\_\_\_\_

How is to be attached to building? \_\_\_\_\_

Dimensions \_\_\_\_\_

Message proposed on sign \_\_\_\_\_

Colors-- including background and lettering \_\_\_\_\_

Proposed Display Start Date \_\_\_\_\_

**Approved by code enforcement officer:**

\_\_\_\_\_  
(approving officer)

\_\_\_\_\_  
(date)

**Conditions of approval:**

1. Fourteen day authorization period expires on: \_\_\_\_\_ at which time banner must be removed

2. Other conditions \_\_\_\_\_

# of banner permit granted \_\_\_\_\_ for calendar year \_\_\_\_\_

# of possible permits remaining in \_\_\_\_\_

maximum of three banner per tax parcel