



CITY OF CHESTER
CITY HALL
PLANNING DEPARTMENT
1 FOURTH STREET
CHESTER, PA 19013
Phone: 610.447.7707

Instructions for Zoning Approval of Signs Application

For additional information, please visit the city's website at
www.chestercity.com

See Planning Department page for Zoning Map and Zoning Ordinance.

INSTRUCTIONS:

1. Complete the application form. Applications must be filed by someone acting in the following capacity:
 - **Owner.** If the property was recently purchased or the sale is in progress, the equitable owner must present a copy of the deed or agreement of sale.
 - **Tenant,** with a copy of current lease.
 - **Attorney, Design Professional, Contractor, or Expeditor,** with authorization from the owner.
2. Attach to the application form two (2) copies of a scaled and fully dimensioned elevation drawing(s) of the proposed sign(s). The elevation drawing should depict for each proposed sign the lettering/wording, the heights of the top and bottom of the sign relative to finished grade, and the width of the sign. Sign company drawings and artistic renderings of the proposed sign(s) may be submitted along with the application.
3. For **projecting signs**, on a site plan or elevation drawing, show the the distance from wall to edge of sign and from sign to edge of curb or edge of paved street. For **new freestanding signs** 20 square feet or greater, show on a site plan, the distance to property lines and required area of landscaping around the sign.
4. Attach two (2) 4" x 6" color photographs of each building face where a new, altered, or additional sign is proposed to be placed. Photographs printed on 8.5" x 11" paper is acceptable.
5. Enclose the required application fee (see City's fee schedule) with certified check or money order payable to the City of Chester.



Application for Zoning Approval of Signs

SUBMIT COMPLETE APPLICATION TO:
CITY OF CHESTER
PLANNING DEPARTMENT
 CITY HALL, 1 FOURTH STREET
 CHESTER, PA 19013

OFFICE USE ONLY

DATE RECEIVED: _____

ZONING DISTRICT: _____

CCPD FILE NO: _____

NOTES:

- This permit applies to ZONING COMPLIANCE ONLY and shall not relieve the applicant from obtaining other such permits as may be required by law.

APPLICANT MUST COMPLETE ALL INFORMATION BELOW. PRINT CLEARLY AND PROVIDE FULL DETAILS.

LOCATION OF PROPERTY (LEGAL ADDRESS):

PROPERTY OWNER'S NAME:

PHONE:

EMAIL:

PROPERTY OWNER'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

APPLICANT (IF DIFFERENT FROM THAT OF OWNER):

FIRM/COMPANY:

PHONE:

APPLICANT'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

EMAIL:

RELATIONSHIP TO OWNER:

- TENANT/LESEE
 ATTORNEY
 CONTRACTOR
 DESIGN PROFESSIONAL
 EXPEDITOR

	SIGN 1	SIGN 2	SIGN 3	SIGN 4
TYPE OF WORK: New Sign, Replacement Sign, Sign Alteration, Additional Sign				
TYPE OF SIGN: Awning, Free Standing, Off-Premise, Projecting, Wall, etc.				
PURPOSE OF SIGN: Advertising, Business I.D., Directional, Mural				
TYPE OF ILLUMINATION: N/A, External, Internal				

SCALED DRAWING(S) WITH DIMENSIONS ATTACHED

CHECK/MONEY ORDER NO: _____

All provisions of the Zoning Ordinance and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Planning Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

 APPLICANT SIGNATURE

 DATE (Month/Day/Year)