# Orange Township Sign Permit Cheat Sheet

# Is a Sign Permit Required For Your Project?

a sign permit is required for:

a sign permit is not required for:

- · Vehicular/ Directional
- Outdoor Advertising or Billboards
- Commercial or Industrial wall signage
- · Illuminated Window Signage
- · Wall Signage

- Monument Style/Freestanding Signs\*
- Temporary Signs
   Advertising Real Estate
   for sale or Identifying
   Developer or Builder
- · Face Changes

- · Political signs
- · Garage/ Yard Sale
- · Sign for home occupation
- For Sale, Lease or Rent (residential only)
- · Signs less than 10 sq. ft.
- · Real Estate Open House
- Temporary Sign for special public or instituational even
- Non-Illuminated Window (cannot exceed 25% of window square footage)

 $a\ conditional\ use\ permit\ is\ required$ 

### prohibited signs:

- Portable Signs, banners, penants, streamers, flashing lights, "A"frame, air activated devices
- Signs or advertising on any natural features
- · Signs on Fences
- Signs resembling an official sign, signal or device
- Signs mounted or painted on the roof of any building or structure

### what to know about temporary signs:

- · A permit may be required
- If permitted, it is valid for up to 6 months; at which point it either needs to be removed or renewed
- Grand openings require permit: valid for 15 days
- Must adhere to Article
   22 standards
- Sign must be outside of ROW (15 feet)

# THE PROCESS OF OBTAINING A PERMIT



if a permit is required

#### **Review Article 22**

of the Orange Township Zoning Resolution

## Fill out Application

Include with it the following:

- · Scaled site plan
- Sign Details
- Fee payment (see current fee schedule on Orange Township website)

#### **Review Period**

Staff reviews application for completeness, and for zoning code compliance. The applicant will receive notice of permit decision within 7-10 business days



if a permit is not required

## **Contact Agencies**

Check with other agencies to verify whether of not they require a permit (i.e. building department)

Proceed with project

## CONTACT LIST

## Orange Township

Orange Township Zoning Dept.

Maintenance Dept.

(740) 548-5430

(740) 548-4576

Contact for inquires, permits, & inspections

Right-of-way inquiries

**Delaware County** 

**Building Dept.** 

(740) 833-2200

Permits, Inspections and Occupancies

