



PETERSBURG BOROUGH REMOTE SIDEWALK SIGN APPLICATION

| APPLICANT/AGENT | BUSINESS INFORMATION |
|-----------------|-------------------------------|
| NAME | BUSINESS NAME |
| MAILING ADDRESS | PHYSICAL LOCATION OF BUSINESS |
| CITY/STATE/ZIP | |
| PHONE | |
| EMAIL | SALES TAX REGISTRATION #: |

Application Submission:

1. Complete this application.
2. Submittals:
 - Photo or proposed design of sign
 - Signed *Notice of Intent to Occupy Sidewalk* for each proposed sign location
3. Applications will not be scheduled for a hearing until complete and fees paid.

How is the application processed? After you've submitted a complete and accurate application with all required fees, your proposal will be scheduled for a public hearing with the Planning Commission.

The Planning Commission has the authority to approve or deny the application, though their decision is subject to appeal. All remote signs must meet the requirement of the code for size, location, etc. (see page 2).

Before the hearing, we'll notify all property owners within 600 feet of your site. We'll also advertise the request in the newspaper and post a notice at the property itself. Additionally, our staff will prepare a detailed report for the Planning Commission to review. We strongly recommend that you attend the public hearing in person or by video conference. This is your opportunity to present evidence supporting your request and answer any questions the commission may have.

What happens after the Planning Commission's decision? Following the public discussion, the Planning Commission will either approve, deny, or continue the case to a later meeting for further study.

If your application is approved or denied, there is a ten-day appeal period. During this time, the applicant, a property owner within 600 feet, or a governmental agency can file an appeal with the Borough Clerk's office. An appeal asks the Borough Assembly to reverse or modify the Planning Commission's decision. The appeal will then be scheduled to be heard by the Borough Assembly, which can affirm, modify, or overturn the original decision.

What are "conditions of approval"? If the application is approved, it may include conditions affecting the proposed use/development. These conditions are legally binding and are designed to lessen any negative impacts a project might have on the community, such as noise, traffic, or aesthetics. Ultimately, these conditions allow a project to be approved while protecting the public interest.

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| | |
|-------------------------|-------------------------|
| For Borough Use | Date: |
| Base Fee: | Check No. or CC: |
| Public Notice Fee: \$70 | Received by: |
| Total: \$70 | Code to: 110.000.404110 |

APPLICANT INFORMATION

NAME:

PHYSICAL ADDRESS FOR EACH PROPOSED SIGN

Sign 1:

Sign 2:

Sign 3:

Sign Dimensions (w x h)

Zoning District: ☐ Commercial-1 ☐ Commercial-2 ☐ Industrial

PLEASE CHECK EACH BOX TO INDICATE YOUR SIGN COMPLIES WITH CODE (PMC 19.56.050)

- ☐ Remote sign is necessary for the purpose of directing traffic to a remote business
- ☐ Remote sign is moveable and will not be attached or affixed to a support structure, wall, or posts.
- ☐ Remote sign does not exceed thirty inches in width and thirty-six inches in height.
- ☐ Remote sign does not require electrical power in any form and does not display lights or contain any moving parts.
- ☐ Remote sign allows a minimum of thirty-six inches of clear space on the sidewalk to not interfere with the movement of pedestrians
- ☐ Remote sign will be located directly in front of the approved premises.
- ☐ Remote sign will only be displayed during store hours and when the store is open for business.

SUBMITTALS

Photo or proposed design of sign

Signed *Notice of Intent to Occupy Sidewalk* for each proposed sign location.

SIGNATURE(S)

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.

Applicant(s): _____ Date: _____

Owner (if different from applicant): _____ Date: _____

Owner (if different from applicant): _____ Date: _____

NOTICE OF INTENT TO OCCUPY SIDEWALK

I, _____ hereby give permission to _____
to place a remote business sidewalk sign in front of my place of business located at
_____.

I understand the sign must meet the following requirements:

- The sidewalk sign may only be displayed during store hours and when the store is open for business.
- The sidewalk sign must allow a minimum of thirty-six inches of clear space on the sidewalk to not interfere with the movement of pedestrians.
- The sign must be located directly in front of the premises.
- The sidewalk sign shall not exceed thirty inches in width and thirty-six inches in height.
- The movable sidewalk sign shall not require electrical power in any form and shall not display lights or contain any moving parts.

Signature of Owner/Manager

Date

Contact phone number of Owner/Manager:

Contact email of Owner/Manager:

(Note: Granting permission for a remote business sign to be placed in front of your business does not prohibit you from having a sidewalk sign to advertise your own business, as allowed by borough code.)