

Thornbury Township, Chester County, Pennsylvania

8 Township Drive, Cheyney, PA 19319
Phone: 610-399-1425 Fax: 610-399-6714

Application for Sign Permit

Permit Number - _____

Fee – (see fee schedule)

Tax Parcel Number - _____

Lot Number - _____

A Certificate of Occupancy is required for all permits.

Work must begin within six (6) months of permit issue or a new permit is required.

Contact Information:

Name of Property Owner

Name of Contractor

Address

Address

City, State, Zip Code

City, State, Zip Code

(____) _____
Phone

(____) _____
Phone

Contractor registered in Thornbury Township Chester County? []no []yes Exp. Date - _____

Structure Information:

Which of the following sign types are you planning to erect: (check one)

[] Ground (“Free Standing”)

[] Flat Wall (“Facial”)

[] Projecting Sign

[] Window Sign

1. Purpose of the Sign - _____

2. Location of the Sign - _____

3. Set back from right-of-way - _____ feet.

4. Top height of sign above ground level - _____ feet, _____ inches.

5. Area of sign - _____ square feet.

6. Ground space occupied by sign - _____square feet.

7. Sign Material - _____

8. Temporary _____ Permanent _____

9. Illumination _____ (yes or no) Type of Illumination _____

10. Zoning District _____

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I have read this application and agree to comply with all the provisions of the Thornbury Township, Chapter 27, Zoning Ordinance, Part 6 governing signs. Copies of this ordinance are available for inspection or purchase at the township building or website www.thornburytwp.com.

Applicant's Signature

Date

Completed by Building Inspector:

Notes: _____

Approved by - _____
Building Inspector Date

Completed by Zoning Officer:

Notes: _____

Approved by - _____
Zoning Officer Date

Documents Required with Application:

1. Sketch plan with dimensions and information appearing on sign.
2. Plot Plan
3. Certificate of Insurance

Note:

1. Wall signs are not to protrude more than 8 inches from the wall.

Required Inspections:

1. Final Inspection

Please Note: there will be a \$125.0000 fee for all failed inspections

A minimum of twenty-four (24) hours notice is required for all inspections.

Dear property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

1. The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
2. An assessor will visit your property when they are in your municipality (generally rotate through every 2-3 months).
3. When arriving at your property, the assessor will come to the front door wearing a Chester County I.D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
4. If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit and the next time they are in the municipality.
5. Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
6. After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
7. You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thanks you for your anticipated cooperation.