



CITY OF GREENSBURG SIGN PERMIT APPLICATION

DATE: _____

APPLICATION FOR: (check those that apply)

- _____ change
- _____ move
- _____ erect

1. BUSINESS NAME: _____
2. Business Phone: _____
3. Property Owner's Name and address: _____
4. Property Owner's E-mail address: _____
5. Business Address: _____
6. Downtown Historic District: _____yes _____no
7. Gateway District: _____yes _____no

Please note: If your sign is located the Downtown or Gateway Districts, you must get approval from the City of Greensburg Historic & Architectural Review Board (HARB). Ten (10) copies of your sign application along with all pertinent scaled drawings, photos, etc must be

part of this application. For information on the Downtown District boundaries or the designated Gateway District please contact the Planning Department staff or the City's web site:

www.city.greensburg.pa.us

8. ZONING DISTRICT: _____

The following information must be **completed in full** by your sign contractor for review of your sign application. Incomplete applications will be returned and will delay the marketing of your business. Please help us to help you by completing the application in full.

Name of Sign Company: _____

Address: _____

Phone Number: _____

E-Mail: _____

Number of Signs included in this application: _____

Type of Sign (as per City of Greensburg's definitions): _____

The following documentation **MUST** be attached to this application: Use this page as your checklist

A **scaled** drawing of **each** sign depicting all logos, slogans, etc.

Size of Sign(s) Width x Length: (in feet) _____

Total Square Footage of Sign: _____

Height (above basic grade): _____

Illumination: (check as many as may apply)

Neon _____

Florescent _____

None _____

all sign contractors must complete the attached workmen's compensation form

a copy of workmen's compensation insurance certificate

Location on Building:

Sketch of building drawn to scale or a photo with the proposed sign location indicated on the photo.

Location on Lot:

a plot plan (drawn to scale) of the location of the sign on the subject lot if a free standing pole sign is being proposed.

Total thickness of sign/letter: _____
Method of attachment on building: _____
Inches sign will project from building: _____

ALL of the above items MUST BE ATTACHED TO THIS APPLICATION FOR A SIGN REVIEW by both the City staff and/or the HARB

Sign Fees:

Area of Sign	Illuminated	Other
0-16 Sq.ft.	\$50.00	\$45.00
17-28 Sq. ft.	\$55.00	\$50.00
29-40 Sq.ft.	\$60.00	\$55.00
41-60 Sq.ft.	\$65.00	\$60.00
61-80 Sq. ft.	\$70.00	\$65.00
Awning Sign (per awning)	\$65.00	

Temporary Banner (30 days) for business openings or special events may be issued upon request.

Permit fee must accompany the application

Check # _____
Amount: \$ _____
Signature of Applicant: _____
Signature of Contractor: _____

Gateway and Downtown District properties

HARB recommendation date: _____
City Council approval date: _____