
HARRIS TOWNSHIP

224 East Main Street, P.O. Box 20, Boalsburg, PA. 16827
Website: www.harristownship.org

(814) 466-6228 Office
(814) 466-3396 Fax

SIGN LICENSE PROCEDURE

Applicants for a permanent sign license must complete the attached application and submit, along with:

- (1) A \$50 application fee (license renewals are exempt).
- (2) A drawing showing the proposed sign in relation to buildings, lot lines, street right-of-way lines, etc. with measurements clearly labeled.
- (3) A plan showing the design of the sign, the means of attachment or erection, lighting details, and other pertinent information Harris Township may require to determine full compliance with applicable regulations.

Once received, the application will be reviewed for compliance with the sign ordinance. If approved, the applicant will be notified to proceed with construction/display of the sign. Email notification is preferred - provide email address: _____

When the sign construction/display is complete, the applicant must contact Harris Township to schedule an inspection. Following inspection, the applicant will be invoiced for the fee for a three-year sign license, which will be issued upon payment.

Applicants for a temporary sign license must follow the same application process, but the only fee applicable is a \$25 application fee.

Fees for sign licenses are adopted via resolution of the Harris Township Board of Supervisors and are subject to change, as is the initial application fee. Fee schedule can be viewed at www.harristownship.org.

NOTE: It is important to understand the regulations pertaining to signs before any sign is constructed. If applicants have any questions, please contact the Harris Township Office for clarification before sign construction begins. The Zoning/Ordinance Enforcement Officer can be reached at zoning@harristownship.org or by calling 814-466-6228.

HARRIS TOWNSHIP SIGN LICENSE APPLICATION

(1) Applicant: _____ Phone: _____

Address: _____

(2) Firm erecting sign: _____ Phone: _____

Address: _____

(3) Owner of premise: _____ Phone: _____

Address: _____

Sign Specifications

Sign Type: ☐ projecting ☐ permanent
 ☐ wall ☐ temporary
 ☐ groundpole
 ☐ directional ☐ single-faced
 ☐ off-premise ☐ double-faced
 ☐ real estate development

Sign Shape: ☐ square ☐ rectangle
 ☐ triangle ☐ circle
 ☐ other

Sign Dimensions: Area of single face: _____ sq. ft. Total: _____ sq. ft.

Horizontal length: _____ feet _____ inches

Vertical length: _____ feet _____ inches

Sign Height: From grade to top of sign: _____ feet _____ inches

From grade to bottom of sign: _____ feet _____ inches

Please list the number and types of existing signs on the premises:

☐ projecting ☐ wall ☐ groundpole ☐ directional ☐ off-premise
☐ real estate development

Total number of existing signs on property: _____

Total area of existing signs on property: _____ sq. ft.

Total lineal front footage on main building on property: _____ feet.

A drawing shall be attached to this application showing the locations of buildings, structures, lot lines, adjacent streets and rights-of-way, as well as the location of the proposed sign in relation to all of the above.

A drawing shall be attached to this application showing a design of the proposed sign, including materials to be used, lighting plans, method of construction, and means of attachment to the building or ground.

This section to be completed by Township staff.

Date application submitted: _____

\$10.00 application fee paid: ☐ yes ☐ no

Ordinance Enforcement Officer action: ☐ application approved ☐ application denied

Date of sign inspection: _____

Date license fee paid: _____

Date license issued: _____

Sign license #: _____

signature of sign inspector (O.E.O.)

date of inspection

If application is denied, state reasons: _____
