

**SIGN APPLICATION**  
Submit One Application for Each Sign

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Location of Proposed Sign: \_\_\_\_\_

Zone: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Four copies of a to scale plans showing the following must be provided:**

Type of Sign (Check One)

- (a) Attached \_\_\_\_\_
- (b) Free Standing \_\_\_\_\_
- (c) Projecting \_\_\_\_\_

Dimensions of Area of Face of Building: \_\_\_\_\_ by \_\_\_\_\_ and square  
footage \_\_\_\_\_

Location of Proposed Sign on Premises: \_\_\_\_\_  
\_\_\_\_\_

Location of All Existing Signs on Premises: \_\_\_\_\_  
\_\_\_\_\_

Square Footage of all Signs on Premises: \_\_\_\_\_  
\_\_\_\_\_

**Four Copies of Rendering of Proposed and Existing Signs on Premises Showing:**

Height from Ground: \_\_\_\_\_

Height and Width: \_\_\_\_\_ Square Footage \_\_\_\_\_

Wording on Sign: \_\_\_\_\_

Type of Lettering: \_\_\_\_\_

Colors: \_\_\_\_\_

Describe Illumination if any: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

\$100 Development Permit Application Fee  
\$ 10 Per Sign

APPLICATION FOR DEVELOPMENT PERMIT (website version)

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1. Name of Applicant(s):	2. Telephone:
3. Mailing Address:	Zip:
4. Agent for Service and Notice if other than Applicant:	5. Telephone:
6. Agents Mailing Address:	Zip:

DEVELOPMENT

7. Location – Street Address:			
8A. Lot(s) and Block(s) number(s):	8B. Zone:	8C. Current Use:	
9. Owner's Name and Address (If different from Applicant)			
10. Describe Proposed Development (Attach Plans, Maps, Statements and other information to describe development.)			
11. Development Name (If any):			
12. Check (✓) If Proposed	A. New Building <input type="checkbox"/> Construction	B. Interior <input type="checkbox"/> Renovations	C. Exterior <input type="checkbox"/> Renovations
D. Subdivision <input type="checkbox"/>	E. Site Improvements or Revisions <input type="checkbox"/>	F. Sign <input type="checkbox"/>	G. Fence <input type="checkbox"/>
H. Removal or <input type="checkbox"/> Demolition	I. Change in <input type="checkbox"/> Occupancy	J. Change in use <input type="checkbox"/>	K. Other <input type="checkbox"/> Attach Descriptions
L. Pod			
Signature of Applicant or Agent:			Date:
Type or Print Name of Applicant or Agent:			

ZONING OFFICER REVIEW

13. Action Required	A. Planning Board <input type="checkbox"/>	B. Board of Adjustment <input type="checkbox"/>	C. Board Action <input type="checkbox"/> Not Required
14. Applications Required:	<input type="checkbox"/>	F. Appeals	<input type="checkbox"/>
A. Minor Subdivision	<input type="checkbox"/>	G. Interpretations	<input type="checkbox"/>
B. Major Subdivision	<input type="checkbox"/>	H. Bulk Variance (s)	<input type="checkbox"/>
C. Site Plan	<input type="checkbox"/>	I. Use Variance	<input type="checkbox"/>
D. Conditional Use Permit	<input type="checkbox"/>	J. Direction for Building Permit Insurance	<input type="checkbox"/>
E. Sign			
Note: Planning Board may not grant more than one area variance.			
15. Notice of Public Hearing required <input type="checkbox"/>	Fee is \$	16. Fee Paid <input type="checkbox"/>	
17. Other required approvals (or comments).			

Approved by:

Date:

Michael D. Biehl, Zoning Officer

Authorization is hereby given to the Borough of Little Silver, its agents, employees and representatives to inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of the day, with respect to any matters relating to the Application for Development, within the judgment of the Borough or such representatives related thereto. This Authorization shall permit representatives to take photographs and to make sketches and notes with respect to the subject property.

CHECK WHICHEVER IS APPLICABLE

\_\_\_\_ I/We am/are the Owner(s) of record of the above referenced property and concur with the Application for Development submitted to the Borough of Little Silver.

\_\_\_\_ I/We certify that I/we have the permission of the owner(s) of the above referenced property to make this application for development and present these plans to the Borough of Little Silver.

\_\_\_\_\_, of full age, being duly sworn, according to law, upon my oath, depose and say that I am authorized to make this application and that all of the statements and information contained in the application, plans, attachments and other documents submitted herewith are true.

\_\_\_\_\_  
Applicant's Signature

Sworn and Subscribed to before  
me this     day of             , 20     .

\_\_\_\_\_  
Notary Public

## SECTION 8-26 SIGNS

### A. General Provisions

1. All signs shall conform to the structural requirements of the New Jersey Uniform Construction Code as adopted by the Borough of Little Silver.
2. All signs to be erected, inscribed, installed, replaced or altered shall require a sign permit except permitted signs for private residences, permitted window signs and temporary signs, and name plate signs not exceeding two (2) square feet in size. Application for such sign permit shall be made in the same manner as applications for non-residential building permits for the erection or construction of buildings. The application fee for such permit shall be \$100.00. All sign applications shall be approved by the Planning Board. Any variance from the provisions of this section shall be reviewed by the Planning Board in accordance with N.J.S.A. 40:55D-70 (c).
3. The maximum height for free standing or projecting signs, unless otherwise provided, shall not exceed twelve (12) feet above ground level.
4. All signs shall be located within the building line of the property, unless otherwise specifically provided.
5. No permanent marquees or canopies shall extend over a required front yard or over a public walk.
6. Official signs erected by the Borough, County, State or Federal Government shall be permitted in all districts.
7. One free standing sign for identification shall be permitted for schools, churches, hospitals or similar institutions, permitted clubs and lodges and businesses, provided that the area shall not exceed twenty-five (25) square feet in size. Each freestanding sign may have one telephone number listed on each face of the sign.
8. Flood lights shall not be located more than twelve (12) feet above ground level and shall be so placed and shielded as to prevent any glare or blinding effect upon any lane of moving traffic.
9. No sign shall be located in such a manner as to materially impede the view of any street or intersection.
10. No signs except window or special event signs shall be placed on private or public property except for the purpose of identifying a use or uses actually conducted upon the premises upon which such signs are erected and for no other purpose.
11. Signs placed in windows are permitted subject to the following provisions. Except for "For Rent" and "For Sale" signs, any temporary sign or other advertising material glued or otherwise attached to a window or otherwise

exposed to public view shall be removed at the expiration of the event of sale for which it was erected or posted, whichever shall have occurred sooner.

Not more than 15 percent of the square footage of any single window or single window display area shall be devoted to signs or other advertising material attached thereto or otherwise exposed to public view. No window signs shall span several windows.

12. The bottom of all projecting signs must be at least eight (8) feet above ground level, but shall not be above the first floor ceiling line. The top of projecting signs shall not extend above the eaves of the roof. Projecting signs shall be at right angles to the building and the outermost point of the sign shall not be more than five (5) feet from the side of the building.
13. Internally illuminated signs in accordance with the following standards:
  - a. All outdoor lighting shall be shown on the site plan in sufficient detail to allow determination of the effects at the property line and on nearby streets and driveways, residences, and overhead sky glow.
  - b. No lighting source (the bulb) shall be visible from windows, streets and driveways, nor shall lighting be a nuisance by shining directly into, or reflecting into windows or onto streets and driveways where the light may interfere with driver vision.
  - c. No lighting shall be of a yellow, red, green or blue beam nor be a rotating, pulsating or other intermittent frequency.
  - d. The intensity of light and the shielding, direction and reflection of lighting and similar characteristics shall be subject to site plan approval by the Approving Authority.
  - e. Lighting for sign shall not extend beyond property line.
  - f. Shall not produce a glare.
  - g. Lighting intensity in the immediate area of the sign shall not exceed 20 footcandles.

B. Maintenance

If a Borough Official shall find that any sign is unsafe, insecure or in need of repair, or is not maintained in proper painted condition, that Official shall give written notice to the permittee thereof. If the permittee fails to repair or remove it within thirty (30) days after such notice, such sign may be removed in order to comply, by the Official at the expense of the permittee or owner of property on which it is located.

C. Prohibited Signs

1. No rotating beam of flashing illumination shall be used in connection with any sign.

2. Signs with any lighting or control mechanism which may cause radio or television interference.
3. Any sign so erected, constructed or maintained as to obstruct or be attached to any fire escape, door or opening used as means of egress or ingress, or for fire fighting purposes, or placed so as to interfere with any opening for ventilation required by law.
4. Signs utilizing the colors red or green in their illuminations when the signs are placed within fifty (50) feet of a street intersection.
5. Any sign which is of such a form, character or shape as to confuse or dangerously distract the attention of a motor vehicle.
6. Any advertisement that uses a series of two or more signs or units, placed in a line parallel to the street, or in similar fashion, all carrying a single advertising message, part of which is contained on each sign.
7. Signs which in any way simulate official directional or warning signs erected or maintained by the State of New Jersey, Monmouth County or Borough, or by any railroad, or public utility or similar agency concerned with the protection of the public health or safety.
8. Pennants, multi-color streamers or banners, except during a ten (10) day period following the commencement of business by a new owner or tenant.
9. Signs, which rotate or move or which have rotating or moving parts.
10. Signs which are above the parapet of a building.
11. Signs which are attached to utility poles or trees.
12. Signs which advertise that real estate has been sold or rented.
13. Neon signs.
14. Signs with rolling messages.
15. Signs containing multiple phone numbers. (one phone number per sign shall be permitted).
16. Signs containing description of services provided or promoting identification other than the building name or location that exceed two (2) line and/or eight (8) words, excluding telephone numbers.
17. Signs containing advertising.

D. Permitted Signs In Residential Zones

1. Signs to identify a permitted professional use or the occupant of a residence, and trespassing signs, or signs indicating the private nature of a driveway or premises, provided that the area of any such sign shall not exceed two (2) square feet, shall not exceed four (4) feet in height above ground level, shall not be artificially lighted and shall be situated within the property lines of the premises it identifies.
2. One (1) non-illuminated temporary sign advertising the prospective sale or rental of the premises upon which it is maintained, provided that the area of any such sign shall not exceed three (3) square feet, shall not exceed four (4) feet in height above ground level and that it shall be removed within thirty (30) days after consummation of a lease or sale transaction and further provided that the words "For Sale" or "For Rent" or similar words must be the largest wording on the sign.
3. One free standing sign for each major subdivision, provided such sign shall not exceed twenty (20) square feet in area and shall not exceed eight (8) feet in height. Any sign remaining in the area after all work on the subdivision is completed shall not exceed four (4) square feet and shall not exceed eight (8) feet in height above ground level.
  - (a) One (1) non-illuminated temporary directional sign for each major subdivision may be placed in accordance with the restrictions on signs set forth in this Section. For the purposes of this Section, "Temporary Directional Sign" means one (1) temporary sign that solely indicates the residential subdivision, or a portion thereof, is for sale and provides directions to the property.

All temporary directional signs are subject to the following conditions:

1. Size. The area of the sign shall not exceed three (3) square feet in size.
2. Height. The vertical distance measured from ground level to the highest point of such sign or sign structure or other support shall not exceed four (4) feet.
3. Application required. A properly completed Development Permit Application with location and written permission of the owners of the property on which the sign shall be located is required. In addition, a \$10.00 temporary sign fee shall accompany each Application.

4. No more than one permanent sign per lot shall be permitted unless otherwise specified, for each use permitted in this zone.

E. Permitted Signs In Nonresidential Zones

1. Each nonresidential use may have a wall sign on the front of the building, not exceeding a total of ten (10) percent of the front building face area; including all doors and windows, but excluding the roof, and not exceeding thirty (30) square feet in area.
2. Each commercial building may have:
  - (a) One (1) projecting sign not exceeding five (5) percent of the front building face area, with a maximum sign area of twenty-five (25) square feet; or
  - (b) One (1) free standing sign not exceeding a sign area of twenty-five (25) square feet.
3. The overall sign area of all signs shall not exceed fifteen (15) percent of the front building face area, including all doors and windows.
4. Where a nonresidential structure is located at the intersection of two (2) streets, or a street and a parking lot, an additional wall sign may be erected or inscribed, upon the side wall, provided that such wall sign does not exceed five (5) percent of the face area of the front of the building.
5. Where the rear of a non-residential structure adjoins a parking area or public access to a street, a wall sign not exceeding ten (10) square feet may be erected or inscribed, provided the total sign area of the premises does not exceed fifteen (15) percent of the face of the building. However, where a public entrance exists at the rear of a non-residential structure, a wall sign not exceeding two square feet and stating the name of the premises only may be erected or inscribed, which shall not be counted toward the fifteen percent limitation imposed in this subsection.
6. One temporary sign advertising the sale or rental of real estate on which it is located shall be permitted, provided that the area on one side of such sign shall not exceed an area of twenty-five square feet.
7. Directional and trespassing signs may be permitted on the premises, however no such sign shall exceed six (6) square feet in area.
8. No free standing sign shall be erected, installed or maintained nearer than fifty (50) feet from the boundary of any residential zone unless such free standing sign is of a size and type permissible in a residential zone and

unless the illumination, if any, of such sign is from within and of such intensity and so directed as not to cause a nuisance to adjacent property owners.

9. Permitted signs shall be limited to a maximum number of one (1).
10. Where a free-standing gang sign displaying tenants located in that particular structure has been erected no individual tenant signs shall be erected.

#### F. Special Event Signs

1. Civic groups or service organizations may erect a temporary sign prior to a special event provided that permission is granted by the Mayor and Council.
2. Any business, industrial or professional user shall be allowed to erect advertising material which conforms to the requirements of Section 8.26 for a period not to exceed a total of fourteen days during each calendar year. Approval of temporary signs shall be required by the Zoning Officer upon submission of a completed sign application together with a scale drawing clearly showing the dimensions and location of the temporary sign.
3. Temporary residential real estate open house signs may be placed in accordance with the restrictions on signs set forth in this Section. For the purposes of this Section, "Residential Real Estate Open House Sign" means a temporary sign that solely indicates that residential property, or a portion thereof, is for sale, lease, or rent and provides directions to the property and "open house" information.

All temporary residential real estate open house signs are subject to the following conditions:

1. **Size.** The total face area of the signs shall not exceed two (2) feet by two (2) feet in size.
2. **Height.** The vertical distance measured from ground level to the highest point of such sign or sign structure or other support shall not exceed three (3) feet.
3. **Local address.** Signs shall only advertise a residence in the Borough of Little Silver.
4. **Limit.** No more than three (3) temporary residential real estate open house signs per property for sale, lease or rent shall be posted

and is limited to one (1) open house sign and not exceeding two (2) directional signs.

5. Type. Signs shall be mounted either on stakes placed in the ground or with an A-frame support of sufficient weight so that the sign remains upright when mounted. Signs and any supporting structures shall be maintained in good condition at all times and shall be constructed out of quality materials normally used in professional signage. No balloons or flags or similar devices may be affixed to the sign.
6. Time. Signs shall only be displayed during the “open house” and only on Sundays (or federal or state holidays) not earlier than 11 A.M. and must be removed no later than dusk or 6 P.M., whichever occurs first.
7. Application required. A properly completed Development Permit Application with locations and written permission of all property owners of property on which signs are to be located is required. In addition, a \$10.00 temporary sign fee shall accompany each Application. Applications shall be submitted at least 10 days in advance of the open house.
8. Penalty. Violation of this Ordinance for failure to obtain a permit or failure to remove the signs in a timely manner shall be subject to a fine of \$250.00 for the first violation with escalating penalties up to \$2,000.00 for subsequent violations.