

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
Coatesville, PA 19320
610 380-8200 Fax 610 384-4934

PERMIT NO. _____

SIGN PERMIT APPLICATION

OWNER _____

CONTRACTOR _____

PHONE NO. _____

PHONE NO. _____

ADDRESS _____

ADDRESS _____

APPLICANT/CONTACT PERSON _____

The application must be accompanied by the following information:

(Please note: A copy of the plans and property sketch will be returned to you with your approved permit)

1. Two (2) copies of all pertinent sign information, including but not limited to, a sketch showing the sign dimensions including the height of the sign from the ground, script or lighting provisions for the sign, footing details and construction materials.
2. Two (2) copies of a site plan sketch showing all property lines, all existing structures, right of ways, and the location of the proposed sign noting the setback distances to property lines, existing signs and structures.
3. A signed Inspection Checklist Form (Please note: required inspections will vary based on the scope of work).
4. The Contractor's Information Sheet signed and dated. List "Homeowner" as the general contractor if work is to be completed at no charge by a resident of the property.
5. Contractor's registration application and fee when construction is by a paid contractor.

General Information:

1. Type of Sign: Permanent Temporary* Portable Wall Mounted
Flood Lighting Roof Mounted *(Temporary sign permits are valid only up to six (6) months.)
2. Sign Dimensions: Height _____ Width _____ Top Height from Ground _____ Total Square Footage _____
3. Estimated Cost of Construction _____ 4. Construction materials/methods: _____
6. Are there existing signs on the property? Yes No If yes, please locate and describe on the site plan.
7. Will the new sign replace an existing sign? Yes No If yes, note which sign shall be replaced on the site plan.
8. Is proposed sign to be located on a historically designated property? Yes No

I hereby agree that the sign will be constructed in accordance with the facts stated above and as shown in the attached information.

Signature of Applicant: _____ Date: _____

The following to be completed by the Codes Administration Office

I hereby certify that I have examined this application and its attachments, and find them to be in accordance with the provisions of the West Brandywine Township Building Code and Zoning Ordinance.

APPROVED/DISAPPROVED DATE: _____

Building Inspector/Codes Officer

ZONING DISTRICT _____

TOTAL SQUARE FEET _____

PERMIT FEE _____

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INSPECTIONS REQUIRED

The issuance of this building permit requires the applicant to comply with all provisions set forth in the International Code Council Building Code 2009. The inspections marked below are the stages of construction when the West Brandywine Township Building Inspector must be notified by the applicant. Inspections must be scheduled 48 hours in advance. Failure to notify the Township before proceeding to the next step will result in a stop order. Twenty-four (24) hour notice is required to cancel a scheduled inspection. Failure to do so will result in a failed inspection. Fee for all failed inspections (*see Fee Schedule*).

- SETBACK INSPECTION**
Inspection will be made checking location of construction prior to excavation. Stakes or batter boards must be in place and property lines clearly marked.
- FOOTING INSPECTION**
Inspection will be made after excavation and any formwork is completed and grade stakes are installed. Concrete may not be placed until the footings are approved by the Building Inspector.
- FOUNDATION INSPECTION**
Foundation walls must be parged and dampproofed and foundation drainage installed. No framing or backfilling until approved by the Building Inspector.
- ROUGH FRAMING AND ROUGH PLUMBING INSPECTION**
After all rough framing, rough plumbing, rough heating and rough wiring is complete. The rough wiring must be inspected by an approved independent inspection agency and the approval posted at the site. Do not install insulation until the rough framing and rough plumbing are approved by the Building Inspector.
- FINAL USE & OCCUPANCY**
A final Use & Occupancy inspection will be made after the structure has been completed. The following items must be presented prior to the issuance of a Use & Occupancy Permit:
 - a. Copy of approved sewage permit and approved well permit where applicable.
 - b. Final electrical inspection by an approved independent inspection agency.

A dwelling may not be occupied, or structure may not be used, until the issuance of a Use & Occupancy Permit. If the required inspections are not performed as noted above, a Use & Occupancy may be denied.

***Note:** Rough and final electrical inspections must be completed by the same electrical inspector.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS FORM

Signature of Applicant

West Brandywine Township

Date

ARTICLE XVII Signs

§ 200-121. General provisions.

The following regulations shall apply to all districts:

- A. No sign shall be erected within the lines of a street right-of-way except traffic signs and similar regulatory notices of a duly constituted governmental body.
- B. No sign having a distracting effect on motorists on adjacent highways shall be permitted, including those which flash, move, oscillate, or rotate.
- C. No sign shall be erected which emits smoke, visible vapors or particles, sound or odor.
- D. No sign shall be erected which uses an artificial light or reflecting device which may be mistaken for a traffic signal.
- E. No sign shall be erected containing information which implies that a property may be used for any purpose not permitted under the provisions of this chapter.
- F. No roof sign shall project above the main peak or cornice line of a building to which a sign is affixed.
- G. Floodlighting of any sign shall be arranged so that the source of light is not visible nor glare is detected from any property line or vehicular access and that only the sign is illuminated.
- H. A freestanding sign and projecting sign shall not be utilized together to identify the same establishment on the same street frontage unless for multiple uses on a single lot where the freestanding sign collectively denotes a number of uses.
- I. No sign, except removable political signs and temporary removable yard or garage sale signs, and hunting and trespassing signs, shall be placed on any tree, utility pole or upon rocks or natural features.

§ 200-122. Construction and maintenance.

Every permitted sign shall be constructed of durable materials and kept in good condition, safe from hazards, nuisances and collapse. When any sign becomes dilapidated, the owner shall receive notice by the Township Zoning Officer to remedy the situation within 30 days. Should the remedy not occur within this time frame, the Township shall remove the dilapidated sign at the expense of the owner or lessee of the property on which it is located.

§ 200-123. Exempt signs.

No permit shall be required before erecting any of the following signs, provided they conform to all the provisions established under § 200-121:

- A. Information or public service signs, including those for public telephones, public conveniences, and signs advertising meeting times and places for nonprofit service or charitable organizations, not exceeding three square feet in area.
- B. Official traffic signs.
- C. Hunting and trespassing signs not exceeding two square feet in area.
- D. Signs indicating the private nature of a drive.
- E. Temporary real estate sales or rent signs not exceeding six square feet in area, provided they are removed within 14 days of the signing of an agreement.
- F. Memorial or historic markers not exceeding six square feet in area.
- G. Temporary yard or garage sale signs not exceeding four square feet in area and removed within 48 hours of the completion of the sale.

- H. Temporary contractor signs for work being performed not exceeding six square feet, provided they are removed within 14 days of the work completion date.
- I. Home occupation sign not exceeding two square feet in area.
- J. Temporary political signs not exceeding nine square feet. [Added 7-7-2005 by Ord. No. 05-04]
- K. Temporary political viewpoint signs not exceeding nine square feet. [Added 7-7-2005 by Ord. No. 05-04]
- L. Temporary personal viewpoint signs not exceeding nine square feet. [Added 7-7-2005 by Ord. No. 05-04]

§ 200-124. Temporary signs.

The following regulations shall apply to all districts:

- A. Temporary signs shall be displayed for less than three months.
- B. Temporary signs shall comply with the following:
 - (1) Display of signs for more than three months will require conversion to permanent sign status or shall be removed by the installer/applicant.
 - (2) The site or building on which the sign was erected shall be restored to its original condition upon removal of a sign.
- C. Temporary signs shall not exceed 32 square feet in area.
- D. Any freestanding temporary sign shall be located at least 10 feet from any lot line.
- E. Temporary signs do not require permanent foundations.
- F. Temporary political signs: [Added 7-7-2005 by Ord. No. 05-04]
 - (1) May be displayed, erected or placed at any point after it becomes known that the candidate or referendum will appear on a ballot, thus permitting the political sign to remain on display until after a general election has been held if the respective candidate or political party so desires it to remain and will need not adhere to § 200-124B(1).
 - (2) In instances where a sign remains until after a general election, the sign must not become in a state of disrepair and create a public health, safety and economic issue for the Township and/or its residents.

§ 200-125. Sign calculations.

- A. Distances. All distances provided for in this article shall be measured from the nearest edge of the sign or sign structure. Distances shall apply in all cases, including locating new signs, in relationship to currently existing nonconforming signs.
- B. Window signs. Unless further restricted by district regulations, window signs shall not exceed 25% of the glass area of the window in which placed.
- C. Projecting signs. Projecting signs mounted to a wall or other vertical building surface by a post shall project no more than two feet. No part shall be less than eight feet nor more than 12 feet above the ground or walkway level.
- D. Freestanding sign. The height of free standing signs shall be measured from the ground level to the topmost portion of the structure.

§ 200-126. Signs in Residential Districts. [Amended 2-7-1985 by Ord. No. 85-01; 12-21-2000 by Ord. No. 00-04]

In any Residential District the following signs and no other shall be permitted. No sign shall be illuminated directly or indirectly. Only one sign shall be permitted on a premises for each permitted use.

- A. Name and address signs of residents or home occupation not exceeding three square feet in areas. Only one such sign shall be permitted for each dwelling unit.
- B. Name and address signs for farms shall not exceed 12 square feet in area.
- C. Temporary sign in conjunction with the sale of farm products not exceeding 20 square feet in area.
- D. Signs denoting the name of a subdivision or development not exceeding 32 square feet.
- E. Public utility identification signs relating to the identification, operation or protection of any public utility.
- F. Signs associated with permitted special exception uses not exceeding 12 square feet.

§ 200-127. Signs in Rural Mixed Use Districts. [Amended 2-7-1985 by Ord. No. 85-01; 7-7-2005 by Ord. No. 05-04]

In any Rural Mixed Use District the following signs and no other shall be permitted:

- A. Any sign permitted under § 200-126.
- B. Window signs.
- C. Business and directory signs relating to a group of stores or business establishments on a single lot or an adjacent lot.
- D. Business signs, accessory to a permitted commercial use, provided that the following conditions are met:
 - (1) Wall-mounted signs shall not exceed two square feet in area for each linear foot of building wall. Wall-mounted signs shall not exceed 25 feet in width and three feet in height or 64 square feet in area. Their maximum height shall be 12 feet above ground level.
 - (2) Freestanding signs not exceeding 32 square feet, the maximum height of freestanding signs shall be 16 feet.
 - (3) Projecting signs shall not exceed six square feet in area.

§ 200-128. Signs in Limited Industrial Districts.

In any Limited Industrial District the following signs and no other signs shall be permitted.

- A. Any sign permitted under §§ 200-126 and 200-127.
- B. Directional signs not exceeding 12 square feet in area.
- C. Industrial park sign and directory relating to a group of industrial activities within a unified development.
- D. Business or industrial sign, accessory to a permitted industrial use, provided that the following conditions are met:
 - (1) Wall-mounted signs shall not exceed four square feet in area for each linear foot of building wall. Wall-mounted signs shall not exceed 120 square feet in area.
 - (2) Freestanding signs shall not exceed 75 square feet in area. The maximum height of freestanding signs shall be 25 feet.

§ 200-129. Sign location.

The following provisions apply to all districts:

- A. No sign other than official traffic sign shall be permitted in the right-of-way of any public street.
- B. All signs, other than exempt official traffic, and temporary yard and garage sale signs, shall be located on the tract or lot with which they are associated.
- C. Signs shall not be spaced closer together than a distance equal to 10 times the height of the sign having the largest dimension.

§ 200-130. Off-premises signs.

- A. Off-premises signs which are used for directing patrons, members or audience to service clubs, churches, or other nonprofit organizations or businesses may be erected subject to the following conditions:
 - (1) A sign shall indicate only the name of the organization and the direction to the facility.
 - (2) Only one such sign shall be erected prior to each intersection turning movement necessary to reach such facility.
 - (3) No more than four such signs shall be erected in the Township for each facility.
 - (4) All signs shall be a maximum of eight inches high by 24 inches long.
 - (5) No signs shall be erected which shall obscure or interfere with the line of sight at any intersection or traffic signal.
 - (6) Written permission from property owner is obtained.
- B. Signs directing patrons, members, or audience to temporary exhibits, shows, or events and signs erected in conjunction with a political election are subject to the following requirements:
 - (1) No such sign shall be posted earlier than two weeks before the occurrence of the event to which it relates with the exception of political signs which shall adhere to § 200-124F(1). [Amended 7-7-2005 by Ord. No. 05-04]
 - (2) Signs shall be removed within two weeks after the date of the exhibit, show, event, or election.
 - (3) No permit shall be issued for the erection of such signs until a deposit shall be made with the Zoning Officer in accordance with a fee schedule adopted by the Board of Supervisors to guarantee removal within the time prescribed. Failure to comply shall result in forfeiture of the deposit.
 - (4) No such sign shall be posted earlier than two weeks before the occurrence of the event to which it relates with the exception of political signs which shall be posted not earlier than one month prior to an election.
- C. Permanent off-premises signs shall be permitted only through special exception by the Zoning Hearing Board. Such signs shall require the written permission of the property owner.

§ 200-131. Sign permits, inspection and fees.

- A. Applications. Applications for sign permits shall be filed in duplicate on forms furnished by the Township. Application shall be accompanied by detailed plans and specifications and such other information deemed necessary by the Zoning Officer to determine the location and details of construction.
- B. Inspection. Signs shall be subject to an annual Township-wide inspection by the Zoning Officer.
- C. Temporary sign permits. A temporary sign permit shall be validated for any length of time up to six months from the date of issuance. Three such permits may be issued for a single sign on a consecutive basis.
- D. Permit fees. No permit to erect a sign shall be issued until the appropriate fee has been paid. The fee schedule for West Brandywine Township shall be adopted by resolution of the Board of Supervisors. The fee schedule shall be made available to the public upon request.

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

CONTRACTOR'S VERIFICATION REGISTRATION

FEE: \$45.00

DATE: _____

Contractor's engaging in any and all types of construction shall register with West Brandywine Township Codes Office annually prior to commencing work within the Township. A check shall accompany completed application, made payable to West Brandywine Township.

Please complete the application in its entirety. Sign and date application, include current Certificate of Insurance naming West Brandywine Township as the Certificate Holder, specifying minimum general liability and workers compensation limits as outlined below. If you are filing a self-employment or religious exemption, and are not required to carry Workers Compensation Insurance, please complete and have notarized the attached Affidavit for submittal along with the Application. If the Affidavit is not completed, processing of the application will be delayed. Also include a copy of your State License or at minimum, your PA number.

The following minimum insurances are required to obtain a valid Registration Certificate:

- a. General Liability - 1) Per Occurrence - \$500,000.00; 2) Per Personal Injury - \$500,000.00; 3) Property Damage - \$1,000,000.00
- b. Automobile Liability - 1) Combined Coverage - \$1,000,000.00
- c. Workers Compensation and Employer's Liability - 1) Each Accident - \$100,000.00

CONTRACTOR INFORMATION:

Contractor's Name: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Names of principal partner or officer: _____

Type of Contractor: _____

Number of Employees: _____ If you have no employees and you do not have worker's compensation insurance, please complete attached Affidavit, sign, notarize, and include with this application.

Municipalities presently certified in: _____

Certificate of Insurance attached: _____ Yes _____ No

CERTIFICATION: THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

Print Name

Signature

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

Worker's Compensation Insurance Coverage to comply with Act 44 of 1993

AFFIDAVIT

To be completed if Applicant is a contractor claiming exemption from providing Worker's Compensation Insurance, i.e. if you have no employees or claiming exemption on religious grounds, the Affidavit must be completed, signed and notarized. Contractor's Insurance Verification process will be delayed if Affidavit is not completed.

Name of Applicant: _____

Federal or State Employer or Tax Identification No: _____

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons as indicated:

Contractor and sole proprietor without employees-Contractor prohibited by Law from employing any individual to perform work pursuant to this Building Permit unless Contractor provides proof of insurance to the _____ Township.

_____ Contractor exempt on religious grounds qualified under Section 304.2 of the WC Act.

Signature of Applicant

Date

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Subscribed and sworn to before me this _____ *day of* _____

Signature of Notary Public

My Commission Expires:

Don't Let Storm Water Run Off With Your Time and Money! *What the Construction Industry Should Know About Storm Water In Our Community*

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

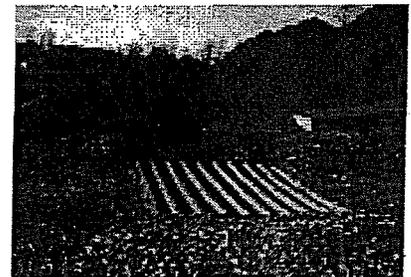
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



What is Storm Water
Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly known as storm sewers. Collectively, the draining water is called **storm water runoff**.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to