



## TEMPORARY SIGN PERMIT APPLICATION

### FOR NON-PROFIT ORGANIZATIONS ONLY

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROPOSED EVENT OR USE TO BE ADVERTISED (be specific): \_\_\_\_\_

Number of Signs: \_\_\_\_\_ Height of Sign(s): \_\_\_\_\_ Dimensions of Sign(s): \_\_\_\_\_ x \_\_\_\_\_

Date of Sign(s) Installation: \_\_\_\_\_ Date of Sign(s) Removal: \_\_\_\_\_

I hereby certify that this temporary use permit application is authorized by the owner of record and that I (we) will conform to all applicable laws of this jurisdiction, including §517-A.K of the Cherry Hill Zoning Code.

SIGNATURE

ADDRESS

PHONE

Attach a photo or sketch drawn below of the proposed sign. Please indicate size, colors, material, text, etc.

- If sign is to be attached to building façade, attach photo or draw building façade which sign is to be placed.
- If sign is to be freestanding, draw or attach plot plan of property showing exactly where the sign will be located. Indicate distances from right-of-way, driveway, and nearest intersection.

#### FOR OFFICE USE ONLY

Taxes Paid? ☐ YES ☐ NO

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date

☐ APPROVED ☐ DENIED

\_\_\_\_\_  
Zoning/Sign Officer

\_\_\_\_\_  
Date

FEES: AMOUNT PAID \$ \_\_\_\_\_

DATE: \_\_\_\_\_

Tax Exempt? ☐ YES ☐ NO

### **GUIDELINES FOR TEMPORARY SIGN PERMITS**

PLEASE be advised a Temporary Sign Permit application WILL NOT BE APPROVED if taxes on the subject property are not current. All applications must be submitted a minimum of thirty (30) days PRIOR to the event. Temporary signs are permitted for a maximum of twenty (20) days.

#### **§517-A. K. Temporary Sign Permits.**

##### **1. General Regulations.**

- a. In all zones within the Township of Cherry Hill, temporary signs may permitted for a period not to exceed twenty (20) days, only to promote a charitable, educational, civic, cultural or religious special event, upon application to the Township Clerk for a Temporary sign permit. All other temporary signs are expressly prohibited. All approved signs must be removed with twenty-four (24) hours after the event.
- b. The size, material, and number of signs permitted shall conform with requirements of permanent signs for the zone in which such temporary sign(s) may be located, except that:
  - i. Temporary signs in Institutional zones, or Residential zones where the lots are two (2) or more acres, shall be no greater in size than thirty-two (32) square feet in area and eight (8') feet in height.
  - ii. Temporary signs in Residential zones where the lots are less than two (2) acres shall be no greater than sixteen (16) square feet in area and six (6') feet in height.
  - iii. Rooftop signs temporarily permitted for the purposes stated above, installed in B1, B2, B3, B4, O1, O2 and R20 zones may be permitted, as long as safety and general aesthetics as they relate to nearby properties are not adversely affected.
  - iv. Only one (1) temporary sign per property shall be permitted.
  - v. In no event shall more than two (2) temporary signs in different locations be issued for any one special event. This provision does not apply to campaign signs.

##### **2. Application.**

1. All applications for a permit to allow a temporary sign shall be filed with the Township Clerk at least thirty (30) days prior to the date the sign will be erected or installed for approval by Township Council.
2. Temporary functional signs for special events shall not require an additional permit but shall require an approved application for the special event.
3. All applications shall state the location of sign(s) as well as a description of the sign(s), including the wording, color(s) and materials.
4. All applications shall be reviewed by the Zoning Officer to ensure that the health, safety and general aesthetics as they effect nearby properties are not adversely affected.
5. No applications shall be granted unless the taxes on the real estate in question are paid in full as of the date of the application.
6. All temporary signs for charitable, educational, civic, cultural or religious events shall require a temporary sign permit and shall be charged application fees, in accordance with §901-A.

**Municipal Clerk  
Township of Cherry Hill  
820 Mercer Street  
Cherry Hill, NJ 08002  
(856) 488.7892**