

**BOROUGH OF FAIR LAWN  
ZONING CODE ENFORCEMENT  
COMMERCIAL----Sign application**

Application # \_\_\_\_\_

Date \_\_\_\_\_ Zoning district \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Name of business \_\_\_\_\_ Unit #/Suite # \_\_\_\_\_

Address of new business: \_\_\_\_\_

New business owner \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Prior tenant \_\_\_\_\_

Type of business  Retail  Office  Warehouse  Other

**SUBMIT I ITEMS THAT APPLY WITH APPLICATION**

3 sets of plans

Prior approval  Planning Board  Zoning Board  copy of approval

Signs Type of sign \_\_\_\_\_ Is sign illuminated? \_\_\_\_\_

Length of store front where sign is proposed \_\_\_\_\_ Height of sign from ground \_\_\_\_\_

Length of sign \_\_\_\_\_ Sign height \_\_\_\_\_ Height of letters \_\_\_\_\_

**Three copies of proposed sign must be submitted with the above information noted**

The applicant certifies that all statements and information made and provided as part of this application are true to the best of the applicants' knowledge, information, and belief. The applicant further states that the applicant will comply with all other Municipal approvals and ordinances, and all County, State and Federal Regulations as may be required

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

**OFFICE USE ONLY:**

Received by \_\_\_\_\_ Date \_\_\_\_\_

1 Minimum fee - signs \$30.00 Cash  Check  # \_\_\_\_\_

2 Resubmittal \$25.00 Cash  Check  # \_\_\_\_\_

Approved  Application Denied  Letter sent

Fair Lawn Zoning Official \_\_\_\_\_ Date \_\_\_\_\_

Forwarded to Building Department \_\_\_\_\_ Mailed to \_\_\_\_\_ Date \_\_\_\_\_

Copy of letter sent to: Architect \_\_\_\_\_ Contractor \_\_\_\_\_

Application # \_\_\_\_\_

**BOROUGH OF FAIR LAWN  
ZONING CODE ENFORCEMENT  
COMMERCIAL----SIGN APPLICATION**

Date: \_\_\_\_\_

Name of business \_\_\_\_\_

Address: \_\_\_\_\_

Received by \_\_\_\_\_

Date received \_\_\_\_\_

Fees    Sign permit                    \$30.00     Cash    Check # \_\_\_\_\_

**APPLICANTS RECIEPT**

**BOROUGH OF FAIR LAWN**  
**DEPARTMENT OF BUILDINGS**  
**AND INSPECTIONS**

**SIGN - AWNING - CANOPY - PERMIT APPLICATION**

Date: \_\_\_\_\_

Application is hereby made for a sign permit in accordance with the data submitted herewith and the plans attached hereto.

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_ (City) \_\_\_\_\_ (Phone #)

Location of premises on which sign is to be erected or attached: \_\_\_\_\_  
(Street Address)

Block \_\_\_\_\_ Lot \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**POSITION OF SIGN:**  
Indicate sign's relation to it's premises and adjoining premises:  
\_\_\_\_\_

**CHECK ITEM BELOW WHICH ACCOMPANIES APPLICATION:**

- Blue prints or ink drawings of plans
- Specifications
- Photograph

NAME OF PERSON PERFORMING WORK: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ \$  
Fee - \$5.00 p/sq ft, \$115.00 Minimum

## All signs require a permit

A new sign, replacement, re-facing or re-lettering requires a permit

**(4) Placement and dimensions.**

**(a)** All signs, unless a freestanding sign, as hereinafter regulated, shall be installed parallel to the face of the wall to which it is attached and shall not extend more than 10 inches from the structural face of the building wall and shall not be less than seven feet from the elevation of the ground under the sign and shall be rigidly and securely attached hereto. Notwithstanding the provisions of this subsection, nothing contained herein shall be construed to prohibit signs on an awning or canopy as regulated in § 125-41B(9) and (10).

**(b)** The maximum distance from the top edge to the bottom edge of any attached sign shall not exceed 24 inches provided, however, the maximum distance from the top edge of the lettering on said sign to the bottom edge of the lettering shall not exceed 16 inches. A sign consisting of letters only shall not contain any letter that exceeds 16 inches from the top edge of the letter to the bottom edge of the letter.

**(c)** The maximum width of any attached sign shall not exceed 75% of the storefront or wall of that portion of the building occupied, except that where such facade width is less than 15 feet, the maximum width of any attached sign shall not exceed 90% of said store front or wall.

**(d)** Where there is more than one occupant of the building and where each occupant has a separate ground floor entrance, the total area of all signs permitted as hereinafter regulated, taken in the aggregate, shall not exceed the maximum requirements set forth above for each wall upon which any sign is permitted to be erected.

**(e)** The only signs permitted above the first floor shall be a single sign for each business establishment and said sign shall be painted or affixed on a single window in a single color and every sign shall be limited to two lines and each line shall be limited to six inches in height. There shall be a maximum distance of separation between the two lines permitted by this subsection of four inches.

**(5) Window signs.** Signs painted on, placed or hung within 24 inches from the inside window glass of any building shall be limited to the following percent of the area of said glass:

**(a)** If the front of the building is not more than 50 feet from the curbline: 25%; if the front of the building is more than 50 feet from the curbline: 30%.

**(b)** Door signs affixed to the window of a door shall not exceed 7 1/2% of the glass area of the door which shall not be included in calculating the permissible coverage for window signs.

**(c)** Political signs, signs depicting fund raising event and signs depicting public events such as parades, fireworks, meetings, musicales and the like shall not be included in calculating the permissible window coverage set forth herein.

**This is not all inclusive of the requirements but a basic guide line. Any questions please call the Zoning Department at 201-794-5308**

**There is a Sign and Awning grant program for new businesses to help pay for signs please see attached information**