

07/19/2010

POLICY FOR
WAIVER OF SIGN PERMIT FEES

The Penn Township Board of Commissioners will consider requests for waiver(s) of permit fees related to placement of temporary signs. The placement of signs shall be in compliance with Ordinance No. 611, The Penn Township Sign Ordinance, as amended. In addition, the following conditions must also be met:

1. Requests to the Board must be in writing and contain the applicants name, address, property location, telephone number and a description of the sign(s). The request shall verify that the applicant is a charitable, service or non-profit organization, or is submitting on behalf of such an organization.
2. The applicant shall provide in the written request the name(s) of the charitable organization financially supported by the applicant in direct relation to the waiver request. If there is no charitable organization involved, the applicant must demonstrate the benefit to the community provided by the waiver of the sign permit fee.
3. The request must be submitted to the Township at least forty-five days prior to the proposed date of the specific event indicated in the permit application and at least five (5) days prior to the regular meeting of the Penn Township Finance Committee, which shall provide a recommendation on said request to the Board of Commissioners. The Finance Committee currently meets on the first Monday of each month.
4. In addition to the written request, the applicant shall have submitted to the Township a complete sign permit application together with the applicable fee. No sign shall be constructed prior to the applicant receiving an approved building permit.
5. In the case of requests for waiver of multiple signs, the Commissioners shall consider waiving permit fees for the first five (5). All other signs exceeding five in number shall be required to have all fees paid.
6. Should the Board of Commissioners act favorably on the request, the applicant shall be notified and the permit fee returned.