



Upper Dublin Township

370 Commerce Drive
Fort Washington, PA 19034
215-643-1600 (phone)
215-643-8843 (fax)
www.upperdublin.net

Temporary Sign Permit Application

PERMIT REQUIREMENTS FOR TEMPORARY SIGNS:

- Temporary Sign Permit Application (attached) – no permit fee
- Picture / copy of the Sign being placed with size and dimensions noted
- List of locations for the signs

Please follow sign regulations in Chapter 196-3

When placing temporary signage on residential and commercial properties, please keep the following in mind:

- Must have permission from Property Owner
- Signs must be at least six feet (6') off the edge of the roadway
- Signs **must not** be placed within the right-of-way
- Signs **must not** be placed on traffic islands
- Signs **must not** be attached to utility or traffic poles
- Signs **must not** block line-of-sight for vehicular traffic
- No more than one (1) sign should be placed at any given location
- **UDP&R or Code Enforcement reserves the right to relocate or remove a sign**

Additional information for Temporary Signage Placement on Township Property:

- Signs to be placed at Mondauk Common are to be dropped off at the Parks and Recreation office. Up to two (2) signs should be provided. Sign(s) will be placed by UDP&R staff two (2) weeks prior to the event. It is the responsibility of the organization to remove signage within five (5) days after the event date.
- Refer to the UDP&R's *Policy for Regulation of Signage on Township Parkland & Open Space* for specifics on who can place signage, what can be displaced, size of the sign, where signs can be displayed and when signs can be displayed.
- **Additional signage may be placed on Township parkland with written permission from the Parks & Recreation Department.**

Additional information for Temporary Signage Placement on School District Property:

- Must have permission from the School District - Please contact Francelli Sanchez-Peck at 215-643-8800 x8994



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**PLEASE PRINT OR TYPE ALL INFORMATION - IF NOT APPLICABLE, WRITE "N/A"
INCOMPLETE INFORMATION MAY DELAY PERMIT APPROVAL**

EVENT DETAILS

Date of Event:

Type of Event:

TEMPORARY SIGN INFORMATION

Follow sign regulations in Chapter 196-3
See attached information on placement

Date signs will be installed:

Date signs will be removed:

Sign Locations (see attached information on placement):

ORGANIZATION'S INFORMATION

Organization's Name:

Street Address:

City, State, Zip:

Phone:

Fax:

Cell:

Email:

CONTACT PERSON'S INFORMATION

Contact Person's Information:

Street Address:

City, State, Zip:

Phone:

Fax:

Cell:

Email:

OFFICE USE ONLY:

PERMIT #

DATE ISSUED:

EXPIRATION DATE:

APPROVED BY:

COMMENTS: