

BOROUGH OF MOUNTAINSIDE
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MOUNTAINSIDE WALL SIGN GUIDELINES

- Application must be completed, signed and notarized
- Three copies including the original, must be submitted for review
- One copy of this checklist must be submitted at the same time the preliminary plans are submitted for review
- Only two wall signs are permitted per site. Not more than three feet in height and not exceeding a total of ten percent of the entire building face, including the window and door area on which the sign is located
- Plans must show the following items:
 - I. Name of applicant, address of location, block and lot must be shown in the Title Book in the lower right-hand corner of the plat
 - II. Dimensions of wall
 - III. Height, width and depth of the sign
 - IV. Lettering on sign
 - V. Color of letters
 - VI. Square footage of the sign
 - VII. If the sign is to be illuminated, specify type, location, color of lighting and color of illuminated letter
 - VIII. Show location of the wall sign on the building

It is suggested that the applicant review our Land Use Ordinance book for the entire list of requirements. Following a review of the Zoning Official, the applicant is required to submit 12 additional completed applications and plans along with the designated fees to the Board Secretary. Applicants will not be placed on the agenda until all the required application fees and escrow fees are paid. Upon arrival of the signed application by the Planning Board or Zoning Board of Adjustment, the applicant shall apply to the Building Department for a Building Permit and Electric Permit if required for said sign and pay the required fee.