FORM E-2

CITY OF HACKENSACK
Building, Housing, Land Use Department
216 Union Street
Hackensack, NJ 07601
201-646-3920 ext. 2020

Z CONTROL # _____

APPLICATION FEE: $50.00
TEMPORARY SIGN FEE: $25.00

APPLICATION FOR SIGN/AWNING/CANOPY PERMIT

No sign shall be erected or altered within the City of Hackensack without first obtaining a permit from the Construction Official of the City.

*** **A ZONING CHART IS REQUIRED** ***

MUST SUPPLY COLORED RENDERINGS, DENOTING DIMENSIONS, LETTER SIZE, ILLUMINATION, MOUNTING INFO, ETC.

COMPLETE ALL REQUESTED INFORMATION –PRINT OR TYPE – ILLEGIBLE/INCOMPLETE FORMS WILL NOT BE ACCEPTED

PROPERTY LOCATION

WORK SITE _____

BLOCK _____ LOT_____ ZONE _____

PROPERTY OWNER INFORMATION

NAME OF OWNER_____

EMAIL _____ TELEPHONE #_____

PROPERTY OWNER ADDRESS_____

BUSINESS NAME_____

APPLICANT INFORMATION

NAME OF APPLICANT_____

APPLICANT ADDRESS _____

CITY _____STATE _____ZIP CODE_____

TELEPHONE # _____ __E-MAIL_____

APPLICANT IS: ☐ BUSINESS OWNER ☐ SIGN/AWNING COMPANY REPRESENTATIVE

☐ OTHER (EXPLAIN) _____

SIGN / AWNING / CANOPY DETAILS

LETTERING & LOGOS

TYPE

☐ PAINTED ☐ 3 DIMENSIONAL ☐ OTHER (SPECIFY) _____

COLORS (SPECIFY) _____

TEXT

WORDING ON SIGN OR AWNING _____

Provide details of text colors, background colors, font styles, font heights and area of lettering and logos as required by the sign ordinance.

OFFICE USE ONLY

Fee: $_____ Check: # _____ Receipt: # _____ By: _____

APPLICATION FOR SIGN/AWNING/CANOPY PERMIT

SIGN / AWNING / CANOPY DETAILS (CONTINUED)

SIGN

TYPE
- ☐ FLAT WALL
- ☐ TEMPORARY
- ☐ PROJECTION
  - ☐ SINGLE FACE
  - ☐ DOUBLE FACE
- ☐ GROUND
  - ☐ SINGLE FACE
  - ☐ DOUBLE FACE
- ☐ WINDOW
- ☐ OTHER (SPECIFY) _____

LOCATION
- ☐ FRONT
- ☐ SIDE
- ☐ REAR

ILLUMINATION
- ☐ NON-ILLUMINATED
- ☐ EXTERIOR ILLUMINATED

MATERIALS
- ☐ PLEXIGLASS
- ☐ WOOD
- ☐ ALUMINUM
- ☐ OTHER (SPECIFY) _____

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? _____ FT _____ IN
WHAT IS THE DIMENSION FROM THE GRADE TO THE BOTTOM OF THE SIGN? _____ FT _____ IN
WHAT IS THE DIMENSION FROM THE GRADE TO THE TOP OF THE SIGN? _____ FT _____ IN
WHAT IS THE WIDTH OF THE SIGN? _____ FT _____ IN
WHAT IS THE HEIGHT OF THE SIGN? _____ FT _____ IN
WHAT IS (ARE) THE COLOR(S) OF THE SIGN? _____
HOW FAR WILL THE SIGN PROJECT FROM THE FAÇADE? _____ IN

AWNING / CANOPY

TYPE
- ☐ AWNING (SUPPORTED BY THE BUILDING)
- ☐ CANOPY (SUPPORTED BY COLUMNS)

LOCATION
- ☐ FRONT
- ☐ SIDE
- ☐ REAR

MATERIALS

DOES THE PLAN SHOW SUPPORTING FASTENERS? ☐ YES ☐ NO

SUPPORTING FRAMEWORK (SPECIFY) _____

COVERING (SPECIFY) _____

DETAILS

WHAT IS THE WIDTH OF THE BUILDING OR TENANT SPACE? _____ FT _____ IN
WHAT IS THE WIDTH OF THE AWNING? _____ FT _____ IN
WHAT IS THE VERTICAL HEIGHT OF THE AWNING? _____ FT _____ IN
WHAT IS THE VERTICAL AREA OF THE AWNING? _____ FT _____ IN
WHAT IS THE DIMENSION FROM THE GRADE TO THE BOTTOM OF THE AWNING? _____ FT _____ IN
WHAT IS (ARE) THE COLOR(S) OF THE AWNING? _____

APPLICANT'S CERTIFICATION

I hereby certify that I have been authorized by the property owner to make this application, that all information contained herewith is true and complete and accurately describes the existing and proposed uses of the subject property. I understand that if any of the above statements or information is false, misleading or omitted; I will be subject to penalty and revocation of the issued permit. I also grant permission to the Building (Zoning) Department staff to enter upon the property for purposes of evaluating this application.

APPLICANT SIGNATURE _____ DATE _____

SIGN INFORMATION FOR APPLICANT

PLEASE READ

Article XIII: SITE DESIGN STANDARDS §175-13.4: SIGNAGE
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Standards generally. **1.** No sign may be erected or maintained so as to obstruct free ingress or egress to building openings, driveways, sidewalks or other passageways.

No sign shall have more than four (4) colors, inclusive of its background, frame and decorative parts. However, varying tones or gradients of the two main colors may be utilized on a sign and shall not constitute additional colors. For the purposes of this ordinance, black and white shall be considered colors. Notwithstanding anything herein to the contrary, in such instance where black or white shall be used in the formation of a sign as aforesaid, then in such instance either of such may be used as a third color.

Canopies, awnings and marquees with signage embossed upon them shall be considered to be a business sign

Illumination. No sign shall be illuminated except as provided herein. **a.** Sign Illumination: Direct illumination or backlighting shall not exceed seventy-five (75) foot candles when measured with a standard light meter perpendicular to the face of the sign from a distance equal to the narrowest dimension of any sign.

No sign shall be illuminated externally by more than one (1) floodlight per surface of said sign. Such lighting shall be at grade and properly directed and shielded so as not to produce glare or offensive light off the property.

All light shall be designated to minimize glare, and light levels off site from sign lights shall be less than 0.1 footcandle. Furthermore, glare and illumination emitted from signage shall not be detectible from residential apartments, offices, or similar uses above ground level such that it becomes a nuisance.

Flashing signs, highly reflective glass or fluorescent paint (red or green) and illuminated tubing outlining roofs, doors, windows or wall edges of a building are prohibited.

Any light box sign or lit awning is subject to the following limitations: **i.** Only the letters and symbols may be illuminated

An opaque background must set off the illuminated sections

The letters, logos and symbols may take up a maximum of 40% of the sign area, leaving 60% opaque.

No sign shall be artificially illuminated after 11:00 pm or before 7:00am unless said premises are occupied and attended.

The City of Hackensack encourages illumination of signs from external sources, provided glare is minimized. Wherever it is impractical to provide such a source of illumination, and only as specifically permitted by this chapter, internally illuminated signs may be permitted. Light sources from internally illuminated signs shall not be visible from outside the sign, and the light from the light source shall be diffused to eliminate hot spots. Light sources shall be protected from damage. Light levels at property lines shall be less than 0.1 footcandle.

A ZONING CHART MUST ACCOMPANY APPLICATIONS –

NOTE: ONLY ONE SIGN IS PERMITTED per storefront!!

ZONING CHART EXAMPLE

ABC SIGN COMPANY

	Permitted	Existing	Proposed	Variance Y/N
Wall mounted Sign	1 s.f. per 1 ft. of building width or 0.5 s.f. per 1 ft of storefront width, but in any case ≤ 24 s.f.	?	?	?

EXAMPLE:

Address: 123 Main St., Hackensack

Lot: 1

Block: 1

Zone: M-1