

# BOROUGH OF WESTWOOD

Office of Construction and Zoning



TELEPHONE (201) 664-5900 • FAX (201) 664-7570 • 101 WASHINGTON AVENUE • WESTWOOD, NJ 07675

## Building, Land, Window Signs, & Awnings

Worksite Location		Block:	Lot:	Zone:
Business/Store Name				
<i>Owner Information</i>				
Name				
Address				
Telephone Number				
<i>Applicant Information (if different from above)</i>				
Name				
Address				
Telephone Number				
<i>Contractor Information</i>				
Name				
Address				
Phone & Fax				
<i>Required Information</i>				
	1.	2 (two) Copies of Plan		
	2.	Up-to-Date Site Plan (no older than five years)		
	3.	Architect Sealed Drawings		
	4.	Fire Rating Certificate (for awnings) Per NFPA 701		
	5.	Sample of Fabric to be used (for awnings)		
<i>Building Signs</i>				
Size of Sign (not to exceed 20' @75% of frontage)	Length =	Width =	Height =	
Size of building where the sign is to be located	Length =	Width =	Height =	
Square Footage of sign	Length=	Width=	Height=	
Location of sign on the Building/Property	Front <input type="checkbox"/>	Side <input type="checkbox"/>	Rear <input type="checkbox"/>	
Distance From Property Line (min 10 feet)	Front	Side	Rear	
Illumination (only lettering, not background)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Colors (195-158 C.) (only 4(four) allowed)				
Height: from ground to top of the sign (max 15')		Feet:	Inches:	
Height: from ground to bottom of the sign (min. 6')		Feet:	Inches:	
Double Faced	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Height of Letters in the sign (max 12")		Feet:	Inches:	

<b>Window &amp; Door Signs</b>			
Window size where the sign will go (Square Footage)	Length:	Width:	SQFT:
Location of Sign on the Window			
Size of Window Sign (Max 10 Sq. Ft. 20%)	Length:	Width:	SQFT:
Lettering Color(s) 195-158 H. ( max of 4 as listed → )	Blue - Cream - White - Gold Leaf		
Height of Letters in Sign (maximum 12")			
Location of Sign on Door			
	Center:	Top:	Bottom:
Size of Glass Door Panel	Length:	Width:	SQFT:
Size of Door Sign (Max 3 Sq. Ft. @ 10%)	Length:	Width:	SQFT:

**Awnings**

Location on Building	Front: <input type="checkbox"/>	Side: <input type="checkbox"/>	Rear <input type="checkbox"/>
Awning Size	Length:	Depth:	Height:
Awning Color(s) (red, or yellow NOT allowed)			
Building Size	Length:	Width:	Height:
Lettering Size (maximum 12")			
Lettering Color(s) (If applicable):			
Height off Ground to the Bottom of Awning	(minimum 6' 8")		
Height off Ground to the Top of Awning	(maximum 12')		
Sample Fabric must be provided			
Fire Rating Certificate must be provided	<b>(Must state as per NFPA 701)</b>		
<i>illumination <b>NOT ALLOWED</b> within any Awning</i>			

*Any incorrect or falsified information will render this approval void and any approvals based on it.*

*By signing this application you also give us the right to inspect the above property to verify all existing conditions*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\$ 75.00 Fee required

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Batch #: \_\_\_\_\_