



APPLICATION FOR CONTINUED CERTIFICATE OF OCCUPANCY

Block _____ Lot _____ Street Address _____

Applicant: _____

New Business Name: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Responsible Person - Emergency Contact

Responsible Person - Primary

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____

Title _____

Email: _____

Responsible Person - Alternate (If available)

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____

Title _____

Email: _____

Use

1. Name of Current/Previous Occupant _____ Type of Use _____

2. Fully Describe the Proposed Use _____

3. Septic ☐ Sewer ☐ Public Water ☐ Well ☐ Burglar Alarm ☐—Central Station ☐

4. Square feet of leased unit _____ Number of employees _____ Hours of Operation: _____

5. Any special licenses or certifications required, such as: ☐ Cosmetology ☐ Massage ☐ Food Handler
☐ Motor Vehicle ☐ Real Estate ☐ Other _____

6. Any hazardous materials stored on site: _____ [Provide list on additional sheet] Anticipated Date of Opening: _____

- The Fee for a Commercial CCO is \$200, payable to the Township of Mine Hill.**
- Premises may not be occupied until the Continued Certificate of Occupancy is issued.
- Fire/Electrical Inspectors will visit premises shortly after the beginning of occupancy.
- Signs - Before any signs are constructed, installed, hung, etc. please contact the Zoning Officer. The Sign Ordinance is strictly enforced. Please see the reverse side for some of the sign regulations.**

Applicant Name: _____ Signature: _____ Date: _____

1. Signs using red, yellow and green lights placed within 100 feet of any traffic control signal now or hereafter erected.
2. Moving or revolving signs and signs using blinking, flashing, vibrating, flickering, tracer, sequential or intermittent lighting, with the exception of any time or temperature displays.
3. Changeable copy displays and message boards, except for public uses, quasi-public uses, theaters, and vehicular service station price signs.
4. Signs using any materials which sparkle, glitter, or use neon or reflective colors, but nothing herein contained is intended to prohibit the use of reflective paint on signs directing traffic or identifying various locations within a lot or parcel.
5. Signs which emit smoke, visible vapors or particles, sound or odor.
6. Roof and projecting signs, except as otherwise noted in this article.
7. Signs having more than two sign faces.
8. Signs or advertising matter of an obscene nature.
9. Signs using words such as "stop," "look," "danger," etc., which are placed in a manner or position which, in the judgment of the Chief of Police, constitutes a traffic hazard or otherwise interferes with the free flow of traffic.
10. Except where specifically permitted, signs advertising a product or service not sold on the premises, signs advertising or directing attention to another premises and any other signs unrelated to the premises on which the sign is erected.
11. Signs obstructing doors, fire escapes or stairways or keeping light or air from windows used for living quarters.
12. **Streamers, flags, banners, pinwheels, wind-driven signs, flapping signs, rotating signs, inflatable signs, A-type signs, sandwich-type signs, sidewalk signs, curb signs and similar advertising devices.**
13. Signs which are portable or fixed on a movable stand; self-supporting without being firmly imbedded in the ground; supported by other objects; mounted on wheels or movable vehicle; or made easily movable in any other manner except as may otherwise be permitted in this article.
14. Signs attached, affixed or painted on trees, rocks, other natural features, utility poles, light poles, signs attached to other signs, and signs placed upon motor vehicles which are continuously or repeatedly parked in a conspicuous location to serve as a sign.
15. Any series of two or more signs placed along a street or highway carrying an advertising message, part of which is contained on each sign.
16. No billboard or billboard-type signs shall be erected.
17. Signs located in a public right-of-way or approved site easement
18. Signs located, painted or affixed on a water tower, storage tank, tower or other similar structure.

Only one freestanding sign is permitted for each property.

2. Freestanding signs shall be set back a minimum of 30 feet from any residential district. Freestanding signs shall be placed in a location which will allow sufficient reaction time for drivers on the adjacent roads and not obstruct the visibility of cars entering and exiting the site.
3. In no case shall a freestanding sign be located closer than 10 feet to any street right-of-way or 30 feet to any side or rear property line, unless otherwise noted in the particular zone district.
4. Freestanding signs shall comply with the freestanding sign setback requirement of the zone where the sign will be located.
5. No freestanding, ground, monument or pylon sign shall have more than two sign faces. The maximum distance between the faces of a double-faced sign shall not exceed 18 inches.
6. Freestanding sign components relating to an assemblage of businesses such as a shopping center shall be grouped in an aesthetically compatible and visually coordinated manner.
7. Freestanding signs shall consist of materials and colors similar to and compatible with the primary structure.
8. Freestanding signs shall be supported utilizing durable materials which may include concrete, steel, treated wood, other suitable material or combination of same. Supports for freestanding signs shall be set securely in the ground or concrete so that the sign will be capable of withstanding high winds.

Facade Signs.

1. The width of a wall sign extending perpendicular from the building face shall not exceed 12 inches. Signs erected flat against a building wall shall not extend above the height of a vertical wall, parapet or eave to which they are attached.

There shall not be more than one facade or wall sign as herein regulated to each separate tenant of the premises, except, where the tenant's unit fronts on two streets, then one facade or wall sign shall be permitted per frontage.

No sign shall be placed upon any roof surface.

The maximum height of any facade sign shall not exceed five feet, and the maximum width shall not exceed 65% of the width of the wall upon which the sign is erected, attached or painted.

Where a business establishment has a canopy or awning, to which a sign may be attached to its face instead of a wall-mounted sign, provided the sign does not extend above the highest point of the canopy or awning, and further provided that:

1. Signs attached to, painted on or part of the face of the canopy or

awning shall not extend above, below, or to the sides of the face of the canopy or awning nor extend more than four inches from the face of the canopy or awning.

For the purpose of this article, "canopy or awning" shall mean a covering extending from a building wall located at least eight feet above the sidewalk or the ground below, but not including any extension of the building roof.

Maximum sign area and size shall be determined by the size and dimensions of the wall to which the canopy or awning is attached.

4. The maximum height of any canopy or awning sign shall not exceed three feet, and the maximum width shall not exceed 75% of the width of the canopy or awning upon which the sign is erected, attached or painted.

1. Illuminated signs shall not be illuminated by means of any flashing, occulting or moving light, nor shall any sign be erected which mechanically, either by shimmering or any other means, gives the appearance of a flashing, occulting or moving light.

No internally illuminated signs shall be permitted in any zoning district. Illumination shall be from an indirect source only, such as a spotlight or by means of backlighting. Backlighting signs shall be constructed so that the lighting itself is not directly visible and so that it shines upon the building at a level sufficient only to display the sign's features. Any lighting fixtures mounted on the sign or in the vicinity thereof for such purposes shall be installed so as to be shielded or unobtrusive to avoid glare and/or hazards to pedestrians and motorists.

No sign shall contain or be illuminated by the use of neon tubes except as necessary for backlighting signs, and, in any event, no neon tubes shall be visible.

Any illuminated sign shall be designed/installed such that the light produced shines only upon the premises where they are located; exterior lighting shall be shielded where necessary to avoid glare or other hazards to motorists, pedestrians or adjoining properties. To the extent feasible, exterior sign lighting shall be directed so that such illumination is confined primarily to the sign features and not portions of the building facade unrelated to the sign.

For all uses, regardless of the zoning district in which the property is situated, sign illumination shall be limited to the hours of operation of the business or use of the property or shall be terminated by 10:00 p.m., whichever is later.

Signs used to display fuel prices at service stations may use internally illuminated or digital signs for the exclusive display of fuel prices. The fuel prices shall not exceed 12 inches in height.