

# Borough of Fort Lee



## Sign Application

Fees: \$150.00 for each sign  
\$500.00 escrow for a single sign  
\$750.00 escrow for a double sign

Date Received: \_\_\_\_\_  
Application #: \_\_\_\_\_  
Fees Received: \$ \_\_\_\_\_  
Rev. #1: \_\_\_\_\_ Rev. #2: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Sign: Channel: \_\_\_\_\_ Wall Sign: \_\_\_\_\_ Canopy: \_\_\_\_\_ Ground Sign: \_\_\_\_\_  
Raceway: \_\_\_\_\_ Awning: \_\_\_\_\_ Other: \_\_\_\_\_

Location on the Building: \_\_\_\_\_

Will the Sign be illuminated? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If Yes: Internally? \_\_\_\_\_ Externally? \_\_\_\_\_

Total square footage of the sign? \_\_\_\_\_ Size of Letters/Logos: \_\_\_\_\_ # of Signs: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_  
(Include renderings and photos of all sides of the building and abutting store fronts)

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Code Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Final Inspection Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Returned Escrow: \_\_\_\_\_ Amount Returned: \$ \_\_\_\_\_ Initials: \_\_\_\_\_

***Please see Page 2 for additional information***

# Borough of Fort Lee



## Sign Application Checklist:

- ✓ Must be submitted in a PDF format on a compact disk or thumb drive
- ✓ May also be submitted electronically to [l-waxman@fortleenj.org](mailto:l-waxman@fortleenj.org)
- ✓ Maximum sizes:
  - Capital Letters – 10”
  - Lower Case Letters – 8”
  - Logo - 12”
- ✓ Submission must include renderings and photos of all sides of the building and abutting store fronts
- ✓ Property owner information must be completely filled out
- ✓ Description of the work must be clear and concise

## Should you have any questions, please contact us at:

Borough of Fort Lee Building Department  
1365 Inwood Terrace  
Fort Lee, NJ 07024

Telephone: 201-592-3500 x1503  
Fax: 201-585-1563  
Email: [l-waxman@fortleenj.org](mailto:l-waxman@fortleenj.org)

Hours of Operation: Monday – Friday 8:30 AM to 4:00 PM