



TOWN OF CLAYTON

Planning Department

111 E. Second Street, Clayton, NC 27520

P.O. Box 879, Clayton, NC 27528

Phone: 919-553-5002

Fax: 919-553-1720

**PERMANENT SIGN
PERMIT APPLICATION**

Pursuant to Article 7, Section 155.713 of the Unified Development Code (UDC), no sign, unless specifically exempted under Section 155.403(D) of the UDC may be erected, located or altered in any manner until a sign permit (and building permit if necessary) has been secured from the Planning Department. An owner of land within the jurisdiction of the Town (or a duly authorized agent) may make application with the Planning Department for a Sign Permit.

See Section 155.403 of the UDC for information on sign regulations. Note that signs in overlay districts (i.e. Downtown Overlay) may be subject to additional requirements.

SUBMITTAL REQUIREMENTS

- One copy of this application, signed
- Owner's Consent Form (if applicant is other than property owner)
- All applicable drawings
- Application Fee (\$50.00 + \$5 per each additional sign)

SITE INFORMATION

Business Name: _____

Parcel ID Number: _____ Tax ID Number: _____

Business Address: _____

Is the business in a multi-tenant building or shopping center? If yes, which one? No Yes: _____

Applicable Master or Alternative Sign Plan: _____

Overlay District (if applicable): _____

APPLICANT INFORMATION

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Permit Number: _____

TOTAL ALLOWABLE SIGN FACE AREA CALCULATION

Use the calculation below to determine total allowable sign face area for a site.

1.25 X street frontage in linear feet = _____ Square feet of total allowable sign face area*

*If site has frontage on more than one street, use linear footage of the longest street frontage

*Signs subject to Master/Alternative Sign Plans or that are located in an Overlay District may have sign face area requirements that differ from the above calculation

Total amount of sign face area allowed = _____ Square Feet

Total amount of sign face area requested = _____ Square Feet*

REQUIRED INFORMATION

*The following items **MUST** be provided by the applicant. An application shall not be considered complete until all required information is provided.*

Provided?		Item
Yes	N/A	
		A color rendering of each proposed sign. Renderings <u>must</u> include: <ul style="list-style-type: none"> ○ Sign Type (monument, wall sign, etc) ○ Materials ○ Dimensions, including sign face and sign structure ○ Sign Face Area (in square feet) ○ Whether sign will be illuminated/type of illumination ○ Letter Size, Style, and Font ○ Sign Color (letter, background, and raceway color, PMS number or vinyl manufacturer and number)
		Construction plans demonstrating compliance with the North Carolina Building Code (if applicable)
		<u>Freestanding Signs</u> : Plan of the property drawn to scale that clearly depicts the location of proposed sign(s), safe sight triangles, applicable setbacks and landscaping. <u>Wall Signs</u> : For signs attached to the wall or window, provide an image or drawing of the building that indicates the location of the sign, drawn to scale

If subject to a Master or Alternative Sign Plan, application must demonstrate the proposed sign is consistent with the approved Plan.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Department of the Town of Clayton to approve the subject Sign Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

_____ *Print Name*

_____ *Signature of Applicant*

_____ *Date*

PLEASE NOTE: Sign permits expire six months from date of approval. Applicable building permits (including electrical and foundation permits) must be secured from the Town of Clayton Building & Inspections Department in addition to this application approval. Building Permit applications shall be submitted to the Building & Inspection Department no later than six months from the date of the sign permit approval (must include a copy of this permit approval), as sign permits expire six months from the date of approval.