



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

ALTERNATIVE 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.

APPLICATION REQUIREMENTS

- One copy of this application, signed
- Owner's Consent Form (if applicant is other than the property owner)
- All applicable drawings
- Application Fee

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): _____

Property Owner: _____

APPLICANT INFORMATION

Applicant: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY

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

REQUIRED INFORMATION

Please provide a typed document including the following items:

Provided?	Item
	1. Justification statement which details project information, modifications being requested, specific code references and proposed alternatives. Statement shall include a response to each of the approval criteria outlined in Section 155.403(K)(3) of the UDC.
	2. Location (address and development name)
	3. All information required for the applicable sign application that the Alternative Sign Plan is replacing (permanent sign or master sign plan), as listed in the tables in this application

See Section 155.403(K) of the UDC for Alternative Sign Plan requirements and approval criteria.

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: 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.