



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

MASTER SIGN PLAN 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 the property owner)
- All applicable drawings
- Application Fee (\$100)

DEVELOPMENT INFORMATION

Development Name: _____

Parcel ID: _____ Tax ID Number: _____

APPLICANT INFORMATION

Applicant Name: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY

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

PLAN REQUIREMENTS

*Provide a typed document including the following items. These items **MUST** be provided by the applicant. An application shall not be considered complete until all required information is provided.*

	Date - Effective Date
	Name - Development Name
	Location - Development Location/Address
	Allocation of Sign Area - Allocation of total permitted sign face area (among tenants and all proposed site signs), and total allowable sign face area for the site
	Permitted Sign Types - Sign type(s) to be permitted on the site (monument signs, wall signs, window signs, etc.)
	Sign Design - For each sign type, provide a sketch of generic sign design, including lighting design, colors, and materials, to act as a guide for signs
	Sign Location(s) - Proposed freestanding sign locations, shown on a site plan - Other sign type locations, including any required positioning (i.e. walls signs shall be centered above the doorway), shown on a building elevation sketch if available
	Materials - Construction materials permitted for each sign type
	Illumination - List whether signs will be illuminated and what sign types will be permitted to be illuminated. Indicate type of illumination, including lighting design standards
	Colors - ONE color is permitted for multi-tenant building wall signs - Color palette permitted, including PMS numbers or vinyl manufacturer and number.
	Trademarked Logos - Indicate whether trademarked logos with colors other than the approved color are permitted (maximum 12 Square Feet permitted)
	Sign Approvals - Include a note that all signage must receive approval from the Town of Clayton Planning Department

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

MASTER SIGN PLAN TEMPLATE

Please use the template below to create your Master Sign Plan.

DEVELOPMENT NAME

Date

Location:

General location, address, and parcel number. Provide an attached map of the site.

Allocation of Sign Area:

Total Permitted Sign Area for Site (square feet):

Calculation: 1.25 x street frontage in linear feet (if site has more than one street frontage, use the longer of the two)

For Example:

200 linear feet of street frontage: 1.25 x 200= 250 square feet of total allowable signage

Note: Allowable signage for outparcels shall be calculated separately using this same calculation above.

Allocation of Sign Area:

How will total permitted sign area (above) be allocated among all signage? List the allocation for freestanding signs, and the various tenant signs.

Permitted Sign Types:

List the permitted sign types for the site.

Example:

Sign Type	Permitted?	Notes
Freestanding – Identification sign for overall development	Yes/No/NA	
Freestanding – for outparcels		
Wall Signs		
Window/Door Signs		
Projecting Wall Signs		
Hanging Signs (such as under an awning)		
Awning/Canopy Signs		
Easel/Sandwich Boards		
Drive-Thru Menu Boards		

Sign Design:

For each allowed sign type, please submit a graphic image of the sign design. Each sketch/description shall include the following information:

- Size: List max (and minimum if applicable) square footage for each sign type
- Dimensions: Note any dimensional specifications for each sign type.
- Location/Positioning: Indicate any location specifications; submit a site plan to show location of freestanding signs on a site plan
- Lighting Specifications: Will signs be illuminated? Internally, externally, or backlit? If externally illuminated, indicate approved lighting types and design.

- Allowed Colors: Indicate exact colors for wall and freestanding multi-tenant identification signs using a recognized code such as PMS color.

NOTE – for in-line multi-tenant buildings, only ONE color for wall signs is permitted unless approved as an Alternative Sign Plan. Similarly, only one color is permitted for freestanding multi-tenant identification signs. If more than one color is proposed for wall signs on these buildings, please submit as an Alternative Sign Plan, which will be presented for approval to the Town Council.

- Construction Materials : Note required sign materials and any construction specifications
- Allowed fonts: (or note there are no font restrictions)
- Other design features: as desired

Trademarked Logos:

Indicate whether trademarked logos with colors other than the approved color palette are permitted (maximum 12 square feet permitted)

Landscaping:

Indicate any landscaping requirements. All freestanding signs are required to have at a minimum a vegetated bed of shrubs, flowers, or groundcover at the base equal to half the size of the sign face area (if sign is two-sided, calculated using one side of the sign). Deviations may only be approved via an Alternative Sign Plan.

Other Specifications:

If desired, other sign specifications may be included in this Plan.

Sign Permit Required:

Include the note: “All signage must receive approval from the Town of Clayton.” [and property owner]

NOTE: Please refer to the UDC Section 155.403 for Code requirements which may affect sign design. Any standards not referenced will be required to be constructed/placed based on standards set forth in the current UDC.