



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 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
- All applicable drawings and Required Information (see next page)
- Application Fee (\$50.00 + \$5 per each additional sign)

SITE INFORMATION

Business Name: _____

Business Address: _____

Parcel ID Number: _____ Parcel TAG Number: _____

Property Owner: _____

Property Owner
 Email &/or Phone: _____

Is the business in a multi-tenant building or shopping center? No Yes

Overlay District (if applicable): Downtown Thoroughfare Scenic Highway

APPLICANT INFORMATION

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY			
Date Received: _____	Amount _____	Paid: _____	Permit Number: _____

TOTAL ALLOWABLE AND EXISTING SIGN FACE AREA

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

Longest street frontage of the parcel, or building frontage (in linear feet)*	_____		*If site has frontage on more than one street, use linear distance of only the longest street frontage. Multi-tenant commercial buildings or sites without direct street frontage may use building frontage on the primary façade for the measurement. Sites and signs that are located in an Overlay District may have regulations that differ from the above calculation.
X	1.25		
Total allowable sign face area for the site (in square feet)			
-	(minus)		
Total existing sign face area (in square feet)			
Current available sign face area for the site (in square feet)			
Total sign face area requested for new signs in this permit application (in 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	Staff	
<input type="checkbox"/>			Number of new signs requested in this application: <i>NOTE: Please refer to §155.403(G) "Specific Sign Regulations" for additional criteria applicable to each sign type.</i>
			Wall / Fascia _____ Projecting / Hanging _____ Drive-thru menu board _____
			Window / Door (exempt from permit) _____ Awning / Marquee / Canopy _____ Changeable copy, manual _____
			Freestanding / Monument / Post / Post-and-Arm _____ Easel / Sandwich board / A-frame (exempt from permit) _____ Changeable copy, electronic _____
			Tenant Identification (exempt from permit) _____ Flag / Flagpole _____ Billboard _____
			Development identification, residential _____ Development identification, non-residential _____ NOTE: sign faceplate changes are exempt from permit.

Yes	N/A	Staff	Item
<input type="checkbox"/>			A color rendering or mock-up of <u>each</u> proposed sign. Renderings must include: <ol style="list-style-type: none"> 1. Sign Type (monument, wall, window, awning, etc.) 2. Materials 3. Dimensions, including sign face and any integrated or supportive structure(s) 4. Sign face area (in square feet) 5. Whether the sign will be non-illuminated or illuminated, including type of illumination; illuminated signs must provide a night view rendering 6. Colors used (letters, background, and raceway color, with PMS number or vinyl manufacturer and number)
<input type="checkbox"/>			Plan of the property that clearly depicts the location of all proposed signs <u>and</u> existing signs, including a label of the sign face area of each proposed or existing sign.
<input type="checkbox"/>	<input type="checkbox"/>		Picture of every existing sign on the site.
<input type="checkbox"/>	<input type="checkbox"/>		<u>Freestanding Signs</u> : Plan of the property, showing the location of the sign(s), with safe sight triangles, applicable setbacks, applicable distances, and landscaping, as necessary.
<input type="checkbox"/>	<input type="checkbox"/>		<u>Wall / Fascia and Projecting / Hanging Signs</u> : For signs attached to the wall, provide an image, rendering, or drawing of the building showing the location of the sign, drawn to scale.
<input type="checkbox"/>	<input type="checkbox"/>		Construction plans demonstrating compliance with the North Carolina Building Code (if applicable)

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, mechanical, and foundation permits) must be secured from the Town of Clayton Engineering & Inspections Department in addition to this application approval. Building Permit applications shall be submitted to the Engineering & Inspection Department no later than six months from the date of the sign permit approval, and must include a copy of this permit approval, as sign permits expire six months from the date of approval.