

**SIGN PERMIT APPLICATION**

Please complete this application in compliance with Chapter 58 of the Code of Ordinance. In order to ensure that the proposed sign installation is in compliance, we recommend that the applicant review the Town of Chadbourn's Sign Ordinance.

There is a \$100.00 fee for a standard sign. All fees are non-refundable and are charged per sign. Applications will not be reviewed unless fees have been paid in full. Faxed applications will not be accepted. Submit the completed application, supporting documents and materials, and fees to the Town of Chadbourn Planning Department via delivery or U.S. Post. Allow at least 5 - 7 business days for review and processing of all applications.

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT  
INDICATE 'NOT APPLICABLE' OR 'N/A' WHERE APPROPRIATE**

**SECTION A – APPLICANT INFORMATION**

Business Owner's/Applicant's name

Physical address of the property

Daytime Telephone Number

Alternate Telephone Number

Sign Contractor

Contractor Mailing Address

Contractor Telephone Number

**SECTION B – SIGN REQUIREMENTS**

Please provide 8½ x 11 size originals of the following information:

1. A sign plan that includes a drawing, dimensions, lettering style, background, sign frame, structural support and type of lighting fixture to be illuminated.
2. A scale drawing of the area in which the sign will be located, including building elevation for wall signs.
3. One (1) color rendering of the sign or a set of color chips for all portions of the sign (lettering, background, sign frame, supports, etc.)
4. Type of Sign:  Wall  Ground  Other \_\_\_\_\_
5. Lighting  Illumination  Non-Illumination
6. Size:  
Square Footage Proposed Sign: \_\_\_\_\_  
Linear feet of wall that sign is attached: \_\_\_\_\_  
Total square footage of signs on premises (including proposed): \_\_\_\_\_  
Total number of signs on premises (including proposed): \_\_\_\_\_
7. Complete the Sign Plan Sheet on Page 3 of this application.

The following are specific requirements for the type of sign indicated:

REQUIREMENT	TYPE OF SIGN		
	Wall	Ground	Projecting/ Awning
Indicate the building façade(s) on which the sign(s) is to be located, showing windows, doors, architectural features, and dimensions	X		X
Indicate the location of existing and proposed sign(s) on the building façade	X		X
Include a drawing of each sign with dimensions	X	X	X
Provide materials and color, including color chips for the proposed sign(s)	X	X	X
Indicate illumination or non-illumination	X	X	
Indicate the lettering size and font style	X	X	X
Indicate the specific information/content to be placed on the sign(s)	X	X	X
Indicate the location of the sign on the site*		X	
Specify the type of support for the sign		X	X

\*Note that a ground sign may not be located in the public right-of-way or sight triangle. Also, the applicant has the responsibility to verify and adhere to North Carolina Department of Transportation regulations in place for outdoor signage on State maintained roads.

Applications for Ground/Monument-based and Billboard signs require additional information. Please provide a plot/site plan that includes the following information:

1. All property lines, with dimensions;
2. Existing or proposed buildings, with dimensions;
3. Locations and dimensions of driveways and sidewalks;
4. Location of all existing signs, including ground, wall or projecting and billboard;
5. Signs on adjacent properties and distances; and
6. Location of all existing and proposed signs.

Please be aware that it is the applicant's responsibility to: a) submit a completed sign permit application to the Planning Department for review and approval *prior* to obtaining a building permit from the Columbus County Department of Inspections; b) have the Columbus County Department of Inspections review and approve the proposed sign location to ensure any applicable clearances from any electrical power lines will be adhered to; and c) ensure that no utilities will be damaged or affected. Also, a footing inspection by the Department of Inspections is required *prior* to pouring any concrete. The applicable electrical contractor shall purchase their own permit and request their own inspection(s). All contractors shall have current local privilege license when performing work within the city limits.

**SECTION C - AUTHORIZATION**

**NOTE: IF THE PERSON WHO IS REQUESTING THE TOWN OF CHADBOURN TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM.**

I, \_\_\_\_\_ (LANDOWNER'S NAME)  
am the owner of the property located at:

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

City/State/Zip Code: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ (APPLICANT'S NAME) to apply with my consent for a Sign Permit for the above noted location. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS permit, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statues and Ordinances regulating development in Town of Chadbourn. I agree to have the subject sign(s) constructed, erected, and/or altered in accordance with the State of North Carolina Building Code and any other applicable local ordinance requirements of the Town of Chadbourn. I acknowledge that I am aware that violation of sign regulations will result in civil penalties of no less than \$50.00 per day. If there are any questions, you may contact me at:

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

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Owner's Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Sworn to and subscribed before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**FOR STAFF USE ONLY - DO NOT WRITE IN THIS AREA**

PETITION/FILE NO. \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

FEE PAID \_\_\_\_\_ CHECKNO. \_\_\_\_\_

REVIEW DATE \_\_\_\_\_

DECISION

\_\_\_ Approval                      \_\_\_ Denial

TYPE OF SIGN	WALL/WINDOW SIGN	GROUND SIGN	OTHER:
Building Dimensions (height x length)			
Building/Unit Frontage (linear ft.)			
Building/Unit Façade Area (sq. ft.)			
Designated Sign Area (sq. ft.)			
Sign Dimensions (height x length)			
Height of Sign Above Ground/Sidewalk			
Type of Illumination			
Sign Content/Information to be displayed			
Sign Materials			
Lettering Style (font)			
Lettering Size			
Background Color			
Copy Color			

\* Please note unit of measurement (feet, inches, etc.), where applicable.