

For office use only:

Method of Payment: CASH \_\_\_\_ CHECK \_\_\_\_ CREDIT CARD \_\_\_\_ Amount: \$ \_\_\_\_\_ P&Z HTE# \_\_\_\_\_

**TEMPORARY SIGN PERMIT APPLICATION**

Prior to the installation of a Temporary Sign in the Town of Cary, a sign permit must be issued. In order to ensure that the proposed sign installation complies with Cary's sign regulations, the following information **must be submitted in 8 1/2" X 11" format; scale copies of digital photos are acceptable.**

**REQUIRED INFORMATION FOR TEMPORARY SIGN PERMIT REVIEW**

- Type of Sign (Check One):**  Agricultural  Temporary Alternative to Permanent Wall Sign  
 Subdivision/Construction Marketing Sign  Sandwich Board Sign  New Business  
 Institutional Use Sign (Permitted only in OI, R-80, R-40, R-20, and R-12 Zoning Districts or Town Center)
- Size of Sign (in Square Feet)** \_\_\_\_\_ **Dimensions** \_\_\_\_\_ x \_\_\_\_\_
- Location of Sign:**  Wall  Ground  Other (explain) \_\_\_\_\_
- Scale Drawing of All Signs** (MUST INCLUDE: sign dimensions, color name/or #'s (face & background) dimensions and colors of logos and materials)
- Plot Plan Showing Location of Sign** (Not required if sign is located on an existing building).
- Dates sign is to be used: From** \_\_\_\_\_ **to** \_\_\_\_\_

\_\_\_\_\_  
Name of Business /Event

\_\_\_\_\_  
Location of Sign (exact street address)

**(Please Print Clearly)**

Sign Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**(Completed permits will be emailed to this address unless otherwise requested)**

Sign Contractor \_\_\_\_\_  
**(If applicable)**

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email Address \_\_\_\_\_

I HEREBY CERTIFY that the above information is correct to the best of my knowledge and the installation will conform to applicable ordinances. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission. I further agree to indemnify and save harmless the Town of Cary from any liability damages or losses resulting directly or indirectly from the erection, use, maintenance, or alteration of the sign or signs described hereon. **A violation of sign regulations will result in civil penalties of \$100.00 to \$500.00 per day.**

\_\_\_\_\_  
Applicant's Name (please print clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

----- OFFICE USE ONLY -----

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Withdrawn \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Restrictions: \_\_\_\_\_

## **REGULATIONS FOR SIGN TYPES THAT REQUIRE A TEMPORARY SIGN PERMIT**

From Land Development Ordinance (LDO) Section 9B.2 *Permitted Temporary Signs*

### **Agricultural Signs**

Signs advertising agricultural products for sale shall be allowed, with approval of a temporary sign permit, provided that:

- (1) On properties where agricultural products for sale are grown and sold, one (1) such ground sign shall be allowed on roads on which the property has frontage.
- (2) On other private properties, with the permission of the property owner, provided that
  - (a) Only agricultural goods grown on-site or property owned by the same establishment selling agricultural products;
  - (b) No more than one (1) such sign may be erected on any other single piece of property; and
  - (c) No person, entity or family shall be entitled to permits for more than 4 off-premise agricultural signs for any sale location.
- (3) Such signs may be maintained only during the season while agricultural products are actually for sale at the location and shall in no case remain in place for more than ninety (90) days.
- (4) Such signs shall not exceed forty-two (42) inches in height and sixteen (16) square feet each in area.

### **Temporary Alternative to Permanent Wall Sign**

One (1) banner advertising a business undergoing a façade change or exterior renovation shall be allowed, with approval of a temporary sign permit, as an alternative to a permitted permanent wall sign allowed pursuant to Chapter 9A, provided that:

- (1) Such signs for businesses undergoing a façade change or exterior renovation shall be limited to a maximum of ninety (90) days. The Planning Director shall have the authority to extend the duration of the temporary sign permit for new business or businesses undergoing exterior renovation for up to a maximum of sixty (60) additional days.
- (2) Such signs shall be attached to and parallel with a wall of the building on which wall signs are permitted and shall not exceed thirty-two (32) square feet in surface area.

### **Subdivision/Construction Marketing Signs**

Temporary marketing signs associated with new subdivision development or site construction shall be allowed, with approval of a temporary sign permit, on sites with a Town-approved site and/or subdivision plan provided that:

- (1) Such signs shall be permitted in the same location and subject to the same size and other conditions applicable to a "principal ground sign," per Section 9A.3.1(G) except that limitations on the color shall not apply to this type of sign.
- (2) Such signs shall be removed the earlier of two (2) years from the date of approval of the temporary sign permit, or upon the issuance of Certificates of Occupancy for seventy-five percent (75%) of the subdivision phase or site plan, whichever occurs first.
- (3) In single-family residential districts, including planned development districts allowing single-family residences, a single construction marketing ground sign shall be permitted as an accessory use to a subdivision real estate sales office, as long as such office is permitted in the LDO and is actually used. Such sign shall not exceed sixteen (16) square feet in area and forty-two (42) inches in height.

### **Sandwich Board Sign** *(where located within 12 feet of Town property or a public right-of-way)*

One (1) sandwich board sign per street frontage per business shall be allowed, with approval of a sign permit only where such sign is associated with a business located within twelve (12) feet of Town property or a public right-of-way, provided that:

- (1) Such signs shall be allowed only in the Town Center and Mixed Use Overlay District.
- (2) The total area of the signboard shall not exceed ten (10) square feet per side.
- (3) Any sandwich board sign shall not exceed two (2) linear feet in width, with a maximum height of sixty (60) inches.
- (4) The sign must be constructed of materials that present a finished appearance. Rough-cut plywood is not acceptable.
- (5) The sign shall be located on the same parcel and within six (6) feet of the building exterior of the business installing the sign and its location shall not interfere with pedestrian or vehicular circulation, including, but not limited to driveways, parking lots, rights-of-way, and public sidewalks.
- (6) The sign shall be removed at the end of the business day.
- (7) Any person erecting a sandwich board sign shall indemnify and hold harmless the Town and its officers, agents, and employees from any claim arising out of the presence of the sign on Town property or a public right-of-way.

### **New Business**

One (1) banner shall be allowed, with approval of a sign permit, provided that:

- (1) Such signs for new businesses shall be limited to a duration of thirty (30) days within the first sixty (60) days after issuance of the first business license for that business in that location or from issuance of a Certificate of Occupancy for that location.
- (2) Such signs shall be attached to and parallel with a wall of the building on which wall signs are permitted and shall not exceed thirty-two (32) square feet in surface area.

### **Institutional Uses**

One (1) banner advertising activities or upcoming events may be displayed, with the approval of a sign permit, provided that:

- (1) The use displaying the temporary sign is the primary use on the site
- (2) The site is located in an OI, R-80, R-40, R-20, or R-12 zoning district, or is located in the Town Center.
- (3) Such temporary signs shall be limited to being displayed no more than thirty (30) days during a calendar year.
- (4) If a ground sign, size shall not exceed forty-two (42) inches in height and sixteen (16) square feet in area per side.
- (5) If attached to a wall, size shall not exceed thirty-two (32) square feet in area per side.
- (6) A day-care facility shall not be eligible for the above temporary signage.

**Note** – *This application should not be used for Signs for Temporary Uses, Structures, Sales or Events. Permitting for signs associated with temporary events is included as a part of the required Temporary Use Permit application per LDO Section 5.4.*