

For office use only:

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**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.**  
*AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT*

**REQUIRED INFORMATION FOR TEMPORARY SIGN PERMIT REVIEW**

1. **Type of Sign:**  Wall  Ground  Other \_\_\_\_\_
2. **Size of Sign (in Square Feet)** \_\_\_\_\_ **Dimensions** \_\_\_\_\_ x \_\_\_\_\_
3.  **Scale Drawing of All Signs (MUST INCLUDE):** sign dimensions, color name/or #'s (face & background) dimensions and colors of logos and materials)
4.  **Scale Drawing of Building Elevation for Wall Sign or Location Plot Plan for Ground Sign**
5. **Sign Type (Check One):**  Agricultural  Construction  Special Event  
 Grand Opening  Institution / Religious
6. **Dates sign is to be used: From** \_\_\_\_\_ **to** \_\_\_\_\_

\_\_\_\_\_  
Name of Business/Applicant/Event Location of Sign (exact street address)

**(Please Print Clearly)**

Sign Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
**(Completed permits will be e-mailed to this address unless otherwise requested)**

Sign Contractor \_\_\_\_\_  
**(If applicable)**  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ E-mail 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 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Approved \_\_\_\_\_ Denied \_\_\_\_\_ Withdrawn \_\_\_\_\_  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: \_\_\_\_\_

## **APPLICABLE TEMPORARY SIGN REGULATIONS**

**Institution, Religious:** Religious institutions shall be allowed temporary signs for special events, such as revivals, guest speakers, seasonal festivals, vacation bible school, fund-raisers, Easter plays and similar events, provided that:

- a. Only one such sign shall be allowed per property per event;
- b. Such sign, if a ground sign, shall not exceed 42" high and 16 square feet in area per side. Such sign, if attached to a wall, shall not exceed 32 square feet in area; and
- c. Such sign shall be erected no sooner than five days prior to the event and shall be removed within one day of the event.
- d. Religious institutions operating in temporary facilities, such as office buildings, theaters and schools, shall be allowed a temporary sign, provided that:
  - 1) Only one such sign shall be allowed per property;
  - 2) Such sign, if a ground sign, shall be limited to 42 inches in height and 16 square feet in area per side;
  - 3) Such sign, if attached to a wall, shall be limited to 32 square feet in area per side;
  - 4) Such sign shall be allowed only on the day before and on the day of the service; and
  - 5) Such sign shall not be allowed in conjunction with any other form of permanent signage relating to the religious institution.

**Special Events ("not for profit"):** Events associated with civic, philanthropic, and educational purposes, shall be allowed a temporary sign, regardless of whether a temporary use permit is required and whether the use is specifically permitted under Section 5.4 of the LDO, provided that:

- a. Only one such sign shall be allowed per property per event;
- b. Such sign shall be located only on private property;
- c. Such sign, if a ground sign, shall be limited to 42 inches in height and 16 square feet in area per side;
- d. Such sign, if attached to a wall, shall be limited to 32 square feet in area per side; and
- e. Such sign shall be erected no sooner than five days preceding the event and shall be removed not later than one day following the event.

**Agricultural:** Signs advertising agricultural products for sale shall be allowed provided that:

On properties where agricultural products for sale are grown and sold, one ground sign is allowed facing each road on which the property has frontage; and on other private properties, with the permission of the property owner, provided that:

- a. Only agricultural goods grown on property located within Cary or its extra-territorial jurisdiction may be sold.
- b. No more than one 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 four off-premises agricultural signs for any sale location.
- d. Such signs may be up 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 90 days; and
- e. Such signs shall not exceed 42 inches in height and 16 square feet each in area.

**Grand Opening:** Signs for the opening of businesses, as expressly permitted under Section 5.4 of the LDO, shall be allowed provided that:

- a. Temporary sign permits shall be issued for a maximum of 30 days within the first 60 days of an initial opening of a business after issuance of the first business license for that business in that location.
- b. Except as permitted by a temporary use permit, temporary signs shall be attached to, and parallel with, a wall of the building on which wall signs are permitted and shall not exceed 32 square feet in surface area.
- c. Such signs may be made of cloth or canvas and are not subject to the construction and installation requirements otherwise applicable.

**Construction Sign & Model Sales Office:** Construction signs shall be allowed provided that:

- a. **For nonresidential, institutional or multi-family residential buildings,** the sign is subject to be the same location, size and other conditions applicable to a "principal ground sign", except that the limit on the number or color of pieces of information shall not apply to construction sign. Maximum size is 42" high and 32 square feet. Such sign shall be removed no later than the date of issuance of certificate of occupancy for the premises or any part thereof.
- b. **For new single-family residences,** a single sign of not more than 30" high and 5 square feet in area shall be permitted containing information about the construction or financing of the residence. Such sign shall be removed on issuance of a certificate of occupancy and must be located on construction lot.
- c. **In single-family residential districts,** including Planned Development Districts allowing single-family residences, a single construction 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 actually used. Such sign shall not exceed 16 square feet in area and 42" high and must be located on subdivision real estate sales office lot.