

For office use only:

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

## SIGN PERMIT APPLICATION

Prior to installation, a sign permit must be approved by the Planning Department per Chapter 9 of the Land Development Ordinance (LDO). Signs shall be located on private property not in any easements or rights-of-way. **Drawings must be submitted in 8 1/2" X 11" color format.** Scaled copies of digital photos are also acceptable. **The following information is required:**

1. **Type of Sign / Associated Fee:**

- Wall **(\$50)**
- Ground (i.e., monument, entry feature, menu board, etc.) **(\$75)**
- Face Replacement only **(\$25)** (with no additional lighting requirements)
- Other

2. **Name of Project and/or Development:** \_\_\_\_\_

3. **Location/Street Address\*:** \_\_\_\_\_

(\*For new construction site, property MUST BE PLATTED and have an exact street address, OR it will be rejected)

4. **Scale Drawing of All Signs MUST INCLUDE:**

- o dimensions of area of the sign
- o color name and/or #'s (face, returns, trim cap, raceway, background)
- o if including a logo, provide dimensions, colors, and materials
- o scale drawing of building elevation for wall sign
- o SPECIFIC location (plat or site plan **required to be ATTACHED**) for ground sign

5. **Lighting Information, if applicable:**

Will the sign be illuminated?  No  Yes (*requires a \$60.00 additional fee*; Electrical Permit # \_\_\_\_\_)

**ELECTRICAL CONTRACTOR** \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_ NC License # \_\_\_\_\_ Cary Privilege License # \_\_\_\_\_

6. **Size Information (please provide):**

Square footage of proposed sign \_\_\_\_\_ SF  
 Linear feet of wall that sign is attached: \_\_\_\_\_ LF  
 Total square footage of signs on premises: \_\_\_\_\_ SF  
 Total number of signs on premises: \_\_\_\_\_

7. **Location of Sign:**

Is there a Planned Development District (PDD) for the location?  Yes  No  
 Is this project in a Shopping Center?  Yes  No  
 Is this project part of a multi-tenant site?  Yes  No

8. Is there a **Uniform Sign Plan (USP)** associated to the property?  Yes  No

If so, please provide the # or name: \_\_\_\_\_  
(can be found at: <http://www.townofcary.org/depts/dsdept/P&Z/uniformsignplans/uspoverview.htm>)

9. Property Owner Approval attached, if applicable?  Yes  N/A

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<b>PROPERTY OWNER</b> _____			
Mailing Address _____	City _____	State _____	Zip _____
Day Phone _____	E-mail Address _____		

<b>(Completed permits will be mailed to this address unless otherwise noted)</b>		<b><u>(PLEASE PRINT LEGIBLY)</u></b>
<b>SIGN CONTRACTOR</b> _____		
Mailing Address _____	City _____	State _____ Zip _____
Phone _____	E-mail Address _____	
Cary Privilege License # _____		

**CERTIFICATION**

I CERTIFY the above information is correct to the best of my knowledge and installation will conform to applicable ordinances. I 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. I acknowledge that any violation of sign regulations will result in civil penalties of \$100 to \$1,000 per Section 9.4 – Prohibited Signs and Devices of the Town of Cary's LDO.

Applicant Name ( <b>please print</b> )	Signature	Date
Phone #	E-mail address	

**For Planning Staff Use Only**

- Approved     Denied     Rejected     Withdrawn

Planner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Restrictions or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_