

For office use only:

HTE# _____

PL# _____

SIGN PERMIT APPLICATION

Prior to installation, a sign permit must be approved by the Town of Cary in accordance with requirements of the Land Development Ordinance (LDO) and applicable North Carolina Building Codes. **The following information is required:**

1. **Name of Project, Development, &/or Tenant:** _____
2. **Location/Street Address:** _____
(NOTE: For new construction sites, property MUST BE PLATTED and have an exact street address)
3. **Graphics and Other Attachments**
(**Drawings must be submitted in 8½" x 11" color format.** Scaled copies of digital photos are acceptable.)
 - Scaled representation showing sign dimensions
 - Color name and PMS#'s for all sign components
 - For logos or trademarks: Dimensions, colors, and materials, and confirmation of Federal or State registration
 - For wall sign: Building elevation
 - For all ground signs: Survey or plot plan showing sign location
 - For permanent ground signs taller than 42": Landscape plan illustrating 1 SF of landscaping for each SF of sign area

PERMANENT SIGNS	TIME-LIMITED SIGNS
<p>4. Type of Sign</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wall.....\$75 <input type="checkbox"/> Ground (i.e., monument, entry feature, menu board, etc.).....\$100 <input type="checkbox"/> Minor Modification to an existing sign (change of 25% or less, including face replacement, and no additional lighting requirements).....\$50 Describe change _____ _____ 	<p>4. Type of Sign..... \$25</p> <ul style="list-style-type: none"> <input type="checkbox"/> Façade renovation (wall sign alternative) <input type="checkbox"/> New business (wall sign alternative) <input type="checkbox"/> New construction (principal ground sign alternative) <p>Dates for time-limited sign(s): From _____ to _____ (Not to exceed maximum allowed by LDO)</p>
<p>5. Size of Sign</p> <p>a. Wall Sign</p> <p>Square footage of overall sign..... SF</p> <p>Square footage of logo area..... SF</p> <p>Square footage of tag line..... SF</p> <p>Linear footage of front of building façade or storefront..... LF</p> <p>b. Ground Sign</p> <p>Square footage of sign area..... SF</p> <p>Height of structure</p> <p style="padding-left: 20px;">i. highest point to grade..... FT</p> <p style="padding-left: 20px;">ii. highest point to bottom of footing..... FT</p> <p>For signs exceeding 6 feet from highest point to bottom of footing, include four (4) sets of construction drawings and two (2) sets of the approved site plan in 11"x17" format..... additional \$66</p>	<p>5. Size of Sign</p> <p>Dimensions (feet) _____ ft. X _____ ft. <i>height</i> <i>width</i></p> <p>Total area of sign (square feet) _____ SF</p>

PERMANENT SIGNS (cont.)	TIME-LIMITED SIGNS (cont.)
6. Landscaping (ground signs) Is landscaping required? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, include landscape plan illustrating 1 SF of landscaping for each SF of sign area	(Skip to Project Names section)
7. Lighting Information Will the sign be illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes <div style="text-align: right;">...additional \$66</div> NOTE: For new ground signs, four (4) sets of electrical drawings (plans), in 11"x17" format, must be provided at time of submittal	
8. Master or Uniform Sign Plan (USP) Is there an existing MSP/USP? <input type="checkbox"/> No <input type="checkbox"/> Yes (Search "Master Sign Plans" at www.townofcary.org) If YES, name and number _____ _____	

PROJECT NAMES
PROPERTY OWNER _____ Mailing Address _____ City _____ State _____ Zip _____ Daytime Phone _____ Email _____ Property Owner Approval: <input type="checkbox"/> Attached <input type="checkbox"/> N/A
SIGN CONTRACTOR _____ Mailing Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ <div style="text-align: center; color: blue;">(Completed permits will be emailed to this address unless otherwise requested)</div>
ELECTRICAL CONTRACTOR _____ Mailing Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ NC License # _____
BUILDING CONTRACTOR _____ Mailing Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ NC License # _____ <input type="checkbox"/> Not a NC General Contractor

CERTIFICATION

I CERTIFY the above information is correct to the best of my knowledge and 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 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 Sections 9.1.4(C) – *Prohibited Signs*, and 9.1.9 – *Violations; Enforcement; Removal of Certain Signs* of the Town of Cary's Land Development Ordinance.

Applicant Name (please print)	Signature	Date
Phone Number	Email address	

HTE# _____

PL# _____

PLAN REVIEW COMMENTS

Empty space for plan review comments.

Approved

Denied

Withdrawn

Reviewed by _____

Date _____

Conditions of Approval (if approved):

