

APPLICATION FOR FREESTANDING SIGN PERMIT

THE PROCESS:

1. Submit a completed Application for Freestanding Sign Permit and all required materials to the Planning Department. Incomplete applications or inaccurate information will delay or prevent processing and review. (For complete freestanding sign regulations, please reference the Town Land Development Ordinance, Article L Signs, §9-1553 Permanent Freestanding Sign Standards.)
2. Town staff will review the application within 10 business days.
3. Once staff approves the application, the applicant will be contacted to pick up the permit. The permit fee is due at this time. Construction begins after the permit is picked up and all fees are paid. Permits are valid for the length of time specified in the appropriate section of this application.
4. Inspections are required, depending upon the type of sign and the installation. All required inspections shall be scheduled through the Inspections Department by calling (919) 753-1015.

INSPECTIONS REQUIRED:

- Footing
- Electrical ground, if applicable
- Building final
- Electrical final, if applicable
- Site final

SUBMITTAL CHECKLIST:

- Submit one (1) Application for the Freestanding Sign per proposed sign
- Attach a scale drawing of the sign, showing dimensions (length and height), total square footage, sign design including a detailed description of materials, colors, construction method, and diagram for any components requiring a building trade permit
- Include a site plan showing the location and setbacks of the sign(s) in relation to all abutting right-of-way, property lines and structures
- Additional required submittal materials, as applicable

FEES DUE UPON APPROVAL:

- \$100.00 Attached Sign Permit Fee, per proposed sign.
- \$40.00 trade permit fee, per required trade.

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OWNER & PETITIONER INFORMATION:

Petitioner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Phone: _____

Property Owner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Phone: _____

SITE INFORMATION:

Address of Sign Location: _____
Business Name Associated with Sign: _____
City: _____ State: _____ Zip: _____
Wake County PIN: _____ Zoning: _____

Freestanding Sign Type: Column Sign Commercial Copy Flag Ground Sign
 Integrated Center Sign Monolithic Sign Monument Sign
 Pole Sign Home Occupation

CONTRACTOR INFORMATION:

Name of Contractor: _____
Address: _____
Email Address: _____ Phone: _____

Licensed?: Yes, License Number: _____ No

Licensed contractor required for total job cost over \$30,000

Will the sign have electrical service? Yes (fill out contractor information below) No

Name of Electrical Contractor: _____
Address: _____
Email Address: _____ Phone: _____

License Number: _____

I/we the undersigned do hereby certify that all information provided is true, complete, and accurate to the best of my/our knowledge.

Applicant Signature: _____ Date: _____

TOWN USE ONLY

PLANS APPROVED FOR CONSTRUCTION

KEEP ON BUILDING SITE

The Town of Fuquay-Varina Inspections and Planning Departments have reviewed these plans but is not responsible for errors or omissions in the plans. This approval does not relieve the owner or builder from compliance with the North Carolina Building Code and Town of Fuquay-Varina zoning regulations.

Zoning _____ Date _____
Plans _____ Date _____
Site Plan _____ Date _____
Health Dept _____ Date _____

Sign Permit Fee (\$100 per proposed sign): \$ _____

Trade Permit Fee (\$40 per required trade): \$ _____

Total Permit Fee: \$ _____

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GENERAL REQUIREMENTS:

Quantity:

- Total aggregate sign square footage for all permanent signs on a premises, lot, or property shall not exceed two (2) square feet of sign surface area for every one (1) linear foot of building wall, measured on the side of the building with the main entrance for public access. The minimum aggregate square footage is based off of 35 linear feet.
- Only one (1) permanent freestanding sign per lot or parcel is permitted in a nonresidential zoning district, except as otherwise permitted by the Land Development Ordinance (LDO).

Placement:

- No sign can obstruct a driveway and/or street "sight distance" at an intersection or driveway access. No sign shall be in the median of a public driveway or right-of-way except as otherwise permitted by the LDO.
- No signs or structures shall be erected, constructed, or maintained on or above any part of a roof.
- No sign can be located such that it obstructs or substantially interferes with any window, door, fire escape, stairway, ladder, or other opening intended to provide light, air, ingress or egress for any building or structure.

Sign Lighting:

- External lighting directed toward a sign shall be shielded to illuminate only the surface of the sign and prevents glare directly into public rights-of-way or adjacent property.
- All wiring for signs and lighting shall be installed underground.
- Signs illuminated by flashing or intermittent light, or by lights of changing degrees or intensity are prohibited except as permitted in the LDO.
- Digital display is permitted for the purpose of conveying a message under the following conditions:
 - The property on which the sign is located shall be limited to one (1) sign with a digital display area, whether single or double sided, which shall not exceed 25% of the sign surface.
 - The message or copy change shall operate at not less than a 90-minute cycle. Movement of any image can only occur during message change cycle, which is limited to five (5) seconds.
 - Digital displays are prohibited on off-premises signage and in the DC-1 & DC-2 zoning districts.

Appearance:

- All permanent freestanding signs must be constructed of the same principal material and color as the principal building or structure for which the sign is provided.
- All required landscape must be consistent with the landscaping on the lot where the principal building is located. Turf grass may not be counted toward sign landscaping requirement.

Initial _____

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Additional Requirements for DC-1 & DC-2 Zoning Districts:

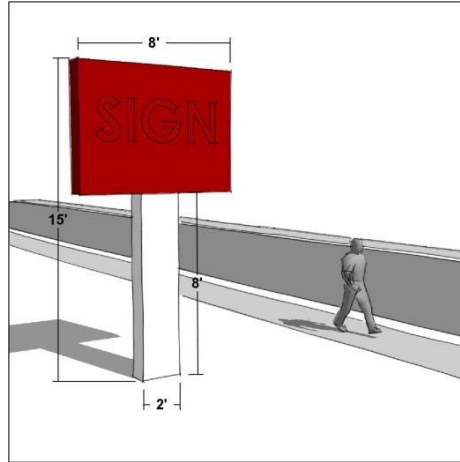
- The nearest portion of any freestanding sign shall not be closer than 12 feet from the back of the curb of the public right-of-way. Such signs shall not interfere in anyway with the required five (5) feet clearance for the pedestrian sidewalk.
- Sign surface shall be constructed of wood, metal, masonry material, painted and/or aluminum composite material (ACM). Letters shall be constructed of plastic, wood, iron-fashioned, or otherwise fabricated.

(Form Continues: Please fill out the section applicable to the sign type you are applying for.)

Initial _____

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Complete this page if sign is a COLUMN SIGN:



- Surface area:** _____ square feet (max. 48 square feet)
- Height:** _____ feet (max. 15 feet from finished grade)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if permitted within 10 feet of a public right-of-way shall not exceed 42 inches in height)
- Sign support:** Center column (min. of 25% of the width of the sign) Two (2) support columns (on each end of the sign, combined columns shall be a minimum of 25% of the width of the sign) (do not include columns in calculating width of the sign)
- Column height:** _____ feet (max. eight (8) feet from finished grade to bottom of sign)
- Maximum aggregate sign square footage permitted:** _____ square feet
- Aggregate sign square footage proposed:** _____ square feet
- Column signs are prohibited in DC-1 & DC-2 zoning districts.

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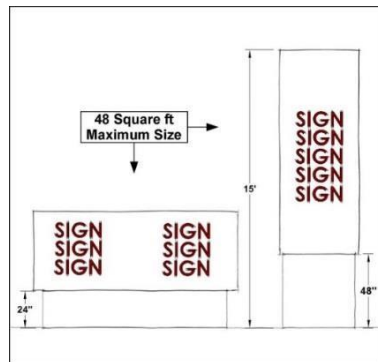
Complete this section if sign is a **COMMERCIAL COPY FLAG**:

A commercial copy flag is permitted in accordance with the following standards:

- Pole height:** _____ feet (max. 30 feet)
- Setback:** _____ feet (min. 10 feet from a property line)
- Flag surface area:** _____ square feet (max. three (3) feet by five (5) feet; shall be included in total aggregate sign area)
- Commercial copy flags may only be displayed in conjunction with the American flag.

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Complete this section if sign is a GROUND SIGN:



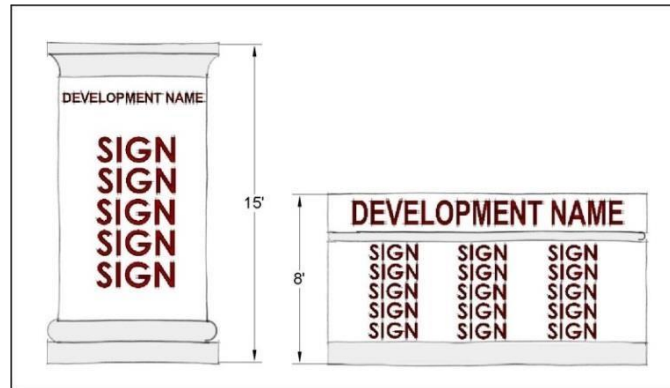
- Surface area:** _____ square feet (max. 48 square feet)
- Height:** _____ feet (max. 15 feet, from finished grade to top of sign)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if within 10 feet of a public right-of-way shall not exceed 42 inches in height)
- Base height:** _____ inches (min. 24 inches, max. 48 inches)
- Base width:** _____ inches (min. 90% of the width of the sign)
- Base depth:** _____ inches (must be equal to or greater than the sign)
- Maximum aggregate sign square footage permitted:** _____ square feet
- Aggregate sign square footage proposed:** _____ square feet
- Number of signs:** _____ (max. two (2) signs are permitted at each subdivision public right-of-way access. The total surface area of both signs shall not exceed 48 square feet.)

Additional sign requirements for DC-1 & DC-2 Zoning Districts:

- Sign height:** _____ feet (max. 42 inches)
- Sign surface area:** _____ square feet (max. 24 square feet per side)
- Base height:** _____ inches (min. 12 inches, max. 24 inches)
- Base width:** _____ inches (min. 12 inches, max. 24 inches)
- Base depth:** _____ inches (min. 12 inches, max. 24 inches)

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Complete this section if sign is an INTEGRATED CENTER SIGN:



- Sign height:** _____ feet (max. 15 feet, from the finished grade to the top of the sign)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if within 10 feet of a public right-of-way shall not exceed 42 inches in height)
- Number of signs:** _____ (max. one (1) sign per public right-of-way access)
- Where an integrated center signage is utilized, no additional permanent freestanding signs will be permitted, whether on a single parcel or multiple parcels.

Additional Requirements for Commercial Zoning Districts:

- Surface area of sign:** _____ square feet (max. 120 square feet)

Additional Requirements for Industrial Zoning Districts:

- Surface area of sign:** _____ square feet (max. 90 square feet)

Additional Requirements for the Office & Institutional Zoning District:

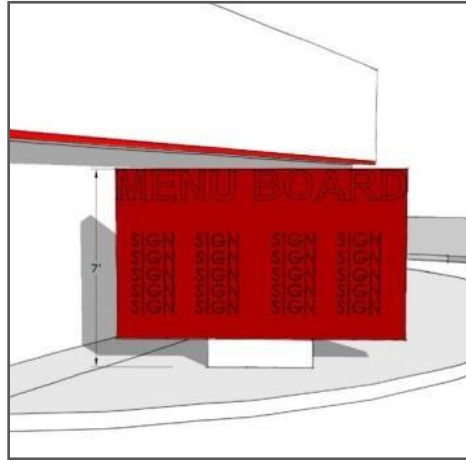
- Surface area of sign:** _____ square feet (max. 64 square feet)

Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Integrated center signs are prohibited in DC-1 & DC-2 zoning districts.

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Complete this section if sign is a MENU BOARD SIGN:



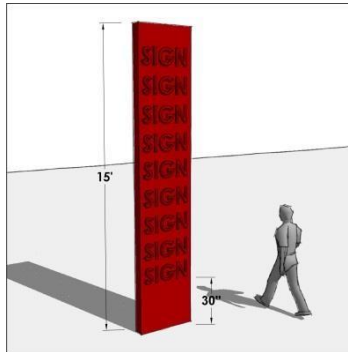
- Sign surface area:** _____ square feet (max. 64 square feet)
- Sign height:** _____ feet (max height seven (7) feet from finished grade to top of sign)
- Number of signs:** _____ (max. two (2) signs per parcel or zoning lot)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if within 10 feet of a public right-of-way shall not exceed 42 inches in height)

Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Menu board signs are prohibited in DC-1 & DC-2 zoning districts

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Complete this section if the sign is a MONOLITHIC SIGN:



- Sign surface area:** _____ square feet (max. 48 square feet)
- Sign height:** _____ feet (max. 15 feet, from the finished grade to the top of the sign)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if within 10 feet of a public right-of-way shall not exceed 42 inches in height)
- Distance from finished grade to display area:** _____ inches (the display area on a monolithic sign shall not be placed less than 30 inches high, measured from the finished grade to the bottom edge of display area)
- Maximum aggregate sign square footage permitted:** _____ square feet
- Aggregate sign square footage proposed:** _____ square feet
- The base of the monolithic sign shall be located below the finished grade.

Additional Requirements for Nonresidential Monolithic Signs in Residential Districts:

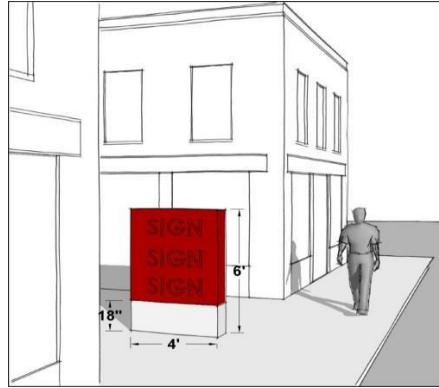
- Surface area of sign:** _____ square feet (max. 32 square feet)
- Sign height:** _____ feet (max. 42 inches)
- Number of signs:** _____ (max. one (1) sign per public right-of-way access)

Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Monolithic signs are prohibited in DC-1 & DC-2 zoning districts.

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Complete this section if the sign is a **MONUMENT SIGN**:



- Sign surface area:** _____ square feet (max. sign surface area 24 square feet)
- Sign height:** _____ feet (max. six (6) feet)
- Sign width:** _____ feet (max four (4) feet)
- Sign depth:** _____ inches (max. 12 inches)
- Base height:** _____ inches (supported by a continuous base, with a min. of 18 inches and a max. of 39 inches)
- Base width:** _____ feet (min. of 90% of the width of the monument sign)
- Setback:** _____ feet (min. three (3) feet from a right-of-way and if within 10 feet of a public right-of-way shall not exceed 42 inches in height)

Additional Requirements for a Nonresidential Use Monument Sign in Residential Districts:

- Surface area:** _____ square feet (max. 32 square feet)
- Sign height:** _____ feet (max. 42 inches)
- Number of signs:** _____ (only one (1) permitted per right-of-way access)

Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Monument signs are prohibited in DC-1 & DC-2 zoning districts.

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Complete this section if sign is a **POLE SIGN**:

Pole Signs are only permitted in DC-1 & DC-2 Zoning Districts in accordance with the following standards:

- Sign height:** _____ feet (max. seven (7) feet)
- Sign surface area:** _____ square feet (max. 16 square feet per side)
- Pole width:** four (4) inches in diameter or four (4) inches square (must have a decorative cap and projecting ornate ironwork from which the sign shall hang; pole must be black)
- Maximum aggregate sign square footage permitted:** _____ square feet
- Aggregate sign square footage proposed:** _____ square feet

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Complete this section if the sign is for a HOME OCCUPATION:

- Sign surface area:** _____ square feet (max. four (4) square feet per side)
- Sign height:** _____ feet (max. four (4) feet above grade)
- Number of signs:** _____ (max. one (1) home occupation sign shall be permitted)
- A home occupation sign shall not be illuminated.
- A home occupation sign shall be made of wood (painted or unpainted).
- A home occupation sign is only allowed on property located in the Town's extraterritorial jurisdiction (ETJ).