



Town of Clayton
 Planning Department
 111 E. Second Street, Clayton, NC 27520
 P.O. Box 879, Clayton, NC 27528
 Phone: 919-553-1545
 Fax: 919-553-1720

SIGN PERMIT

Pursuant to Article 7, Section 155.713 of the Unified Development Code (UDC), no sign, unless specifically exempted under Section 155.403(F) of the UDC may be erected, located or altered in any manner until a sign permit (and building permit if necessary) has been secured from the Planning Department. An owner of land within the jurisdiction of the Town (or a duly authorized agent) may make application with the Planning Department to approve a Sign Permit application.

Sign permit applications must be accompanied by two (2) sets of the application, two (2) sets of required plans, an Owner's Consent Form (attached) and the permit fee. The permit fee is \$30.00 for sign compliance and \$100.00 for a common signage plan. All fees are due when the application is submitted.

SIGN TYPE:

- Common Signage Plan
 Permanent Sign
 Temporary Sign
 Balloons
 Banner Sign

SITE INFORMATION:

Name of Project: _____ Parcel ID Number: _____
 Name of Business: _____ Type of Business: _____
 Property Owners Name: _____
 Address: _____
 Location: _____

- Type of Sign(s):**
 Wall/Fascia
 Projection
 Freestanding
 Awning/Canopy
(Check all that apply)
 Monument/Ground
 Other: _____

APPLICANT INFORMATION:

Applicant: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Contact Person: _____
 Email Address: _____

FOR OFFICE USE ONLY

Permit Number:	Date Received:	Amount Paid:
----------------	----------------	--------------

PERMITTED SIGN AREA CALCULATION

If this permit application is for a permanent sign or for a common signage plan, the total amount of allowable signage for the property must be calculated. The calculation is based on the amount of street frontage for the subject property. Please note that when a freestanding or monument sign is proposed, a 10 percent increase in the permitted sign area (of the freestanding or monument sign) may be allowed. Common signage plans may receive a 25 percent increase in permitted sign area.

Calculation - 1.25 times the amount of street frontage equals the total amount of signage allowed:

1.25 X _____ linear feet (LF) = _____ square feet (SF) of sign face area

+ 10 percent bonus (if applicable): _____ + 25 percent bonus (if applicable): _____

Total amount of signage allowed: _____ Total amount of signage requested: _____

SUPPLEMENTAL INFORMATION

The following items must be provided by the applicant.

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Plan of the property drawn to scale and clearly depicting the location of the proposed signs, including applicable setbacks and landscaping. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demonstration that signage does not encroach into safe sight triangles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign details depicting the materials, type, height and width of all signage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color rendering of proposed signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction plans demonstrating compliance with Section H of the North Carolina Building Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other information considered by either the applicant or the town to be pertinent to the review. |

SPECIFIC SIGN INFORMATION

	Type:	Type:	Type:
Height			
Dimensions			
Sign Face Area (SF)			
Permitted Sign Face Area			
Type of Illumination			
Letter Style			
Letter Size			
Primary Sign Color (include PMS #'s)*			
Background Color			
Other			

**Common Signage Plans may use a maximum of four (4) colors including background color*

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Department of the Town of Clayton to approve the subject Sign Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

SIGN PERMIT INSTALLATION

The Planning Department hereby approves this Sign Permit for installation, subject to any conditions listed below. With this approval, the applicant may now submit an application for required building permits.

Conditions:

Planning Director/Designee

Date

SIGN PERMIT - FINAL INSPECTION

ATTENTION APPLICANT: *Upon completion of the installation of approved signage, it is the applicant's responsibility to contact the Planning Department for the final inspection within six months of the issuance of building permits. Incomplete signs or signs which are not in conformance with the approved application are subject to Code Enforcement action. Please call 919-553-1545 to schedule the final inspection.*

Planning Director/Designee

Date

Building Permit Number: _____	Inspector Sign-off Date: _____
-------------------------------	--------------------------------

