



TOWN OF CLAYTON  
PLANNING DEPARTMENT  
111 E Second Street  
Clayton, NC 27520  
919-553-5002

## PERMANENT SIGN PERMIT COVERSHEET

Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*The following checklist to be completed by applicant.*

Review Fee

Completed Application

Owner's Consent Form

Color rendering of each proposed sign

Site plan or aerial image showing proposed and existing sign location(s)

Reviewed By: \_\_\_\_\_

**VISION** | A welcoming & engaged community that cherishes its charming local character & promotes economic vitality, environmental stewardship, safety, & opportunities for all.

**MISSION** | Dedicated & responsive public servants who provide essential services that bring people together & promote quality of life in the Clayton community.

**VALUES** | RESPONSIBILITY • COMMUNITY • COMMITMENT • RESPECT

[www.TownofClaytonNC.org](http://www.TownofClaytonNC.org)



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**COMMUNITY DEVELOPMENT**  
 111 E Second Street  
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**PERMANENT SIGN PERMIT  
 APPLICATION**

[www.ClaytonNC.org/Fees](http://www.ClaytonNC.org/Fees)  
 Applicable Fees: Sign-Permanent Fee

**PERMIT TYPE**

Number of Signs proposed: \_\_\_\_\_ (please check all proposed sign types below)

- Awning Sign   
  Window Sign   
  Ground Sign   
  Projecting Sign   
  Subdivision Sign  
 Suspended Sign   
  Wall Sign   
  Electronic Message Board

**PROJECT & SITE INFORMATION**

Name of Business: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District (if applicable): \_\_\_\_\_

County Tag #: \_\_\_\_\_ NC Pin #: \_\_\_\_\_

Address / Location: \_\_\_\_\_

Is the business in a multi-tenant building or shopping center, or on a multi-tenant parcel?  Yes  No

Are you proposing any signage within the street right-of-way? \_\_\_\_\_ If so, have you submitted an encroachment agreement with the Town? \_\_\_\_\_

Is the business located within a development that has a Uniform Sign Plan?  Yes  No

Are you submitting the application under the ordinances and policies in effect at the time of the application for review by the Town of Clayton?  Yes  No

If you answered "No" to the question above, please specify the ordinance(s) and/or policy(ies), including version(s), under which the application is being submitted:

\_\_\_\_\_  
 \_\_\_\_\_

*Note: Supporting documentation must be submitted with the application.*

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

File Number: \_\_\_\_\_



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**APPLICANT INFORMATION**

**Applicant:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

**Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**SIGN PERMIT CHECKLIST**

*The applicant is required to provide, at minimum, the information outlined in the checklist below and complete their section of the checklist. Staff will review in accordance with this checklist, and any missing items will be indicated in the first review.*

Sign Permit Checklist			Staff Use Only
Sign Permit Requirements			√, n/a, or w
For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations.			
<b>A</b>	<b>Site Plan (required for all sign types)</b>		
1	Location of all proposed signs, with setbacks noted		
2	Location of principal structure(s) and dimensions of principal structure(s)		
3	Location of all existing signs		
4	Safe sight triangle(s)		
6	For mounted signage to a building façade, a rendering of the façade shall be required with dimensions of the façade labeled.		
<b>B</b>	<b>Sign Rendering (required for all sign types)</b>		
1	Sign Type		
2	Materials		
3	Dimensions, including sign face and overall dimension		
4	Specify whether the sign will be illuminated		
5	Colors used (letters, background, and raceway colors, with PMS number or vinyl manufacturer and number)		
<b>C</b>	<b>Awning Signs Only</b>		
1	Rendering of Building Façade with linear footage specified		
2	Area of awning on which sign is located, including the drip flap, if provided		
3	Projection (in feet) into street right-of-way, if applicable		
<b>D</b>	<b>Electronic Message Boards Only</b>		
1	Separation from residentially zoned land labeled on Site Plan		



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√, n/a, or w	<b>Sign Permit Requirements</b>		√, n/a, or w
	2	Separation from other Electronic Message Boards labeled, as applicable	
	3	Area of total sign face area devoted to Electronic Message Board in square feet and percentage	
	4	Static hold time between message changes noted	
	5	Brightness specified (lumens per square foot) during daytime hours and during dawn, dusk, and nighttime hours	
	6	Attestation to the installation of a power supply system that will power the electronic message board off after a power outage or other condition that causes the sign to blink, flash, or have appearance of movement. This attestation must come from the owner or operator of the sign and be included with the application.	
	<b>F</b>	<b>Ground Signs Only</b>	
	1	On Site Plan, label separation between ground signs on same lot	
	2	On Site Plan, label separation between ground signs on adjacent lots	
	3	Specify method of landscaping around base of sign, include species of plantings and heights at time of planting	
	<b>G</b>	<b>Projecting Signs Only</b>	
	1	If projecting into a right-of-way or over a sidewalk or vehicular accessway, specify the proposed clearance height (in feet) above grade	
	2	If projecting into a right-of-way, specify how far (in inches) the sign is projecting into the right-of-way and specify the horizontal distance from the back of curb (in feet)	
	<b>I</b>	<b>Subdivision Signs Only</b>	
	1	For illuminated subdivision signs, please see Section 6.4 of the UDO and show compliance with applicable limitations on glare.	
	<b>J</b>	<b>Suspended Signs Only</b>	
	1	If projecting into a right-of-way or over a sidewalk or vehicular accessway, specify the proposed clearance height (in feet) above grade	
	2	If projecting into a right-of-way, specify how far (in inches) the sign is projecting into the right-of-way and specify the horizontal distance from the back of curb (in feet)	
	<b>K</b>	<b>Wall Signs Only</b>	
	1	Show proposed sign location on building façade(s) and label each façade as primary or secondary (if applicable)	
	2	Label linear footage of all facades included in application. For multi-tenant buildings, only provide linear footage of the subject tenant’s façade.	
	3	Label the distance of wall sign(s) from outside corner of a building wall or from the boundary of a tenant’s wall frontage on a multi-tenant building (in inches)	
	4	If projecting into a right-of-way, please label minimum vertical clearance (in feet) above grade	
	<b>L</b>	<b>Window Signs Only</b>	
	1	Provide square footage of any single window and/or door, and specify overall percentage of window signage on the window and/or door	
	2	Specify if any window signage is illuminated	



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√, n/a, or w	Sign Permit Requirements	
M	<b>Building Permit Required</b>	
1	A separate Building Permit is required for several types of signs in accordance with NC Building Code requirements. Please submit a Building Permit application, as applicable, alongside this Sign Permit application. Sign Permits requiring a Building Permit must be reviewed concurrently. If you are not sure if your sign requires a building permit, please contact the Town of Clayton.	

**APPLICANT AFFIDAVIT**

*I understand that by signing this application I am legally bound to the representation, terms, and conditions herein. By signing below, I certify that I was technically able to read and had a reasonable opportunity to read this disclosure. I further acknowledge that I am authorized to submit this application, and any subsequent revisions thereto, and confirm having obtained permission from the property owner/occupant for the application and the Town's entry onto the property, if applicable. I further authorize Town of Clayton representatives to enter the site for purpose of conducting inspections or evaluations to determine compliance with applicable laws, policies, and manuals. I hereby certify that all of the information provided in this application and any attached documents is true, accurate, and complete to the best of my knowledge. I understand that any false information may result in rejection of the application or revocation of the permit or plan. I understand this submittal with its related materials and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned. I understand this application and any communication, approval, or resulting permits issued as a result of this application are subject to disclosure pursuant to the North Carolina Public Records Act. I also acknowledge that, pursuant to NCGS § 143- 755(b1), failure to respond to Town comments or holding the permit application on hold for six consecutive months or more will result in the cessation of review and forfeiture of all application fees, requiring a new application under current regulations. I shall not hold the Town of Clayton, its officers, employees and agents liable for any claims, losses, liabilities, expenses, charges or damages arising from or relating to incomplete, inaccurate, or false applications, or any additional supplemental applications, with respect of any cause arising out of, resulting from, or in connection with the application or permit.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Applicant*

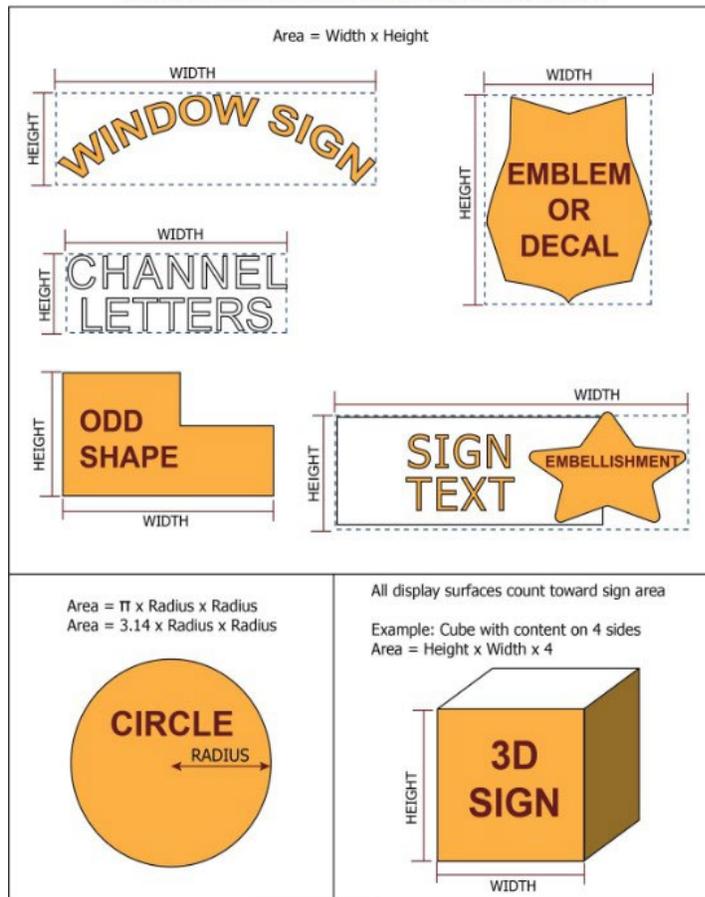
\_\_\_\_\_  
*Date*



**SIGN MEASUREMENTS**

The Unified Development Ordinance, Chapter 6.13, outlines the minimum standards for signage in the Town of Clayton’s Planning jurisdiction. All signs must comply with these standards to obtain permitting. Outlined below are Figures taken from the Unified Development Ordinance to assist applicants in calculating their signage correctly. Please note that this is only a general overview of sign calculations; each sign type has specific standards and sample calculations outlined in this section of the UDO. It is the responsibility of the applicant to review the UDO and ensure all sign types proposed are calculated accordingly.

**FIGURE 6.13.8.A: SIGN FACE AREA DETERMINATION**



**FIGURE 6.13.8.B, SIGN HEIGHT DETERMINATION**

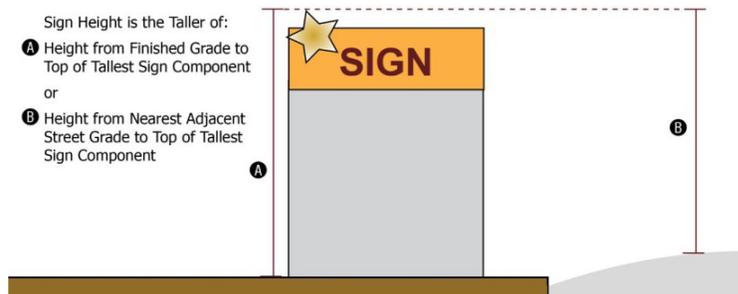




FIGURE 6.13.8.C: WALL AREA DETERMINATION FOR WALL SIGNAGE



**LEGEND**

One Wall

- A** Area of Parallel Vertical Surfaces Along a Single Building Elevation, Regardless is One Wall
- B** Front of Each Unit of a Multi Tenant Commercial Building is One Wall
- C** Area of An Angled Wall Surface is Part of the Adjoining Wall Surface it is Most Parallel With
- D** 45 Degree Angled Wall May Count as Part of Either Adjoining Wall, But Not Both