



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

## TEMPORARY 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**  
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**TEMPORARY SIGN PERMIT APPLICATION**

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

**PERMIT TYPE**

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

\_\_\_ Banner Sign    \_\_\_ Sidewalk Sign    \_\_\_ Sock Sign    \_\_\_ Walkway Decal Sign    \_\_\_ Flag

\_\_\_ Short-term Sign (\* Realtor signs will be classified and reviewed under the short-term sign option.)

Event Date(s): \_\_\_\_\_ Date to be Placed: \_\_\_\_\_ To be Removed: \_\_\_\_\_

**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

<b>OFFICE USE ONLY</b>		
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:** \_\_\_\_\_

**TEMPORARY 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
	√, n/a, or w	Sign Permit Requirements	√, n/a, or w
	<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>Banner Signs Only</b>	
	1	Rendering of Building Façade with linear footage specified if mounted on building wall	
	2	Height above street if sign being pole mounted, height (to the highest point) if being ground or fence mounted.	
	3	Projection (in feet) into street right-of-way, if applicable (subject to separate encroachment agreement and fee)	
	<b>D</b>	<b>Sock Signs Only</b>	
	1	On site plan, show how sock sign(s) shall be fitted to existing permanent sign(s) being temporarily covered.	



Sign Permit Checklist		
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.		Staff Use Only
√, n/a, or w	Sign Permit Requirements	
w	√, n/a, or w	w
<b>E</b>	<b>Flag Signs Only</b>	
1	Flagpole height	
2	Mounting device, if mounted to a building	
3	Height of flagpole	
<b>F</b>	<b>Short-Term Signs Only</b>	
1	On Site Plan, label separation between signs on same lot and/or on adjacent lots, if applicable.	
2	Provide minimum setback from edge of pavement	
3	Indicate if the short-term sign is located on a property that is being actively marketed for sale of for lease and the proposed short-term sign is being used to advertise the sale or lease of the property.	
<b>G</b>	<b>Walkway Decals Only</b>	
1	Specify if decals are located within the public right-of-way (separate encroachment agreement and fee is required)	
2	Provide the type of surface the decal will be affixed to.	
3	Specify the thickness of the walkway decal to ensure decal does not extend more than one quarter of an inch above walkway surface.	
4	Include the spacing distance between each walkway decal.	
5	Specify how far from the back of curb or edge of the walking surface the decal(s) will be placed.	
<b>H</b>	<b>Sidewalk Signs Only</b>	
1	One Site plan, specify the minimum clearance (in feet) around the sidewalk sign	
2	On site plan, specify distance from primary entrance of business being advertised to sidewalk sign location (in feet)	



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**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*