

## **APPLICATION FOR FREESTANDING SIGN PERMIT**

### **THE PROCESS:**

1. Submit a completed Application for Freestanding Sign Permit and all required material to the Planning Department. Incomplete applications or inaccurate information will delay 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. 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.
- \$100.00 Freestanding Sign Permit Fee, per proposed sign.
- \$40.00 trade permit fee, per required trade.
- 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.

# APPLICATION FOR FREESTANDING SIGN PERMIT

## OWNER & PETITIONER INFORMATION:

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 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: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (Daytime): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Electrical Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (Daytime): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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 \_\_\_\_\_

TOWN USE ONLY: Approval _____ Date Rec'd _____
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# APPLICATION FOR FREESTANDING SIGN PERMIT

## 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 can 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 is 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 \_\_\_\_\_

# APPLICATION FOR FREESTANDING SIGN PERMIT

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

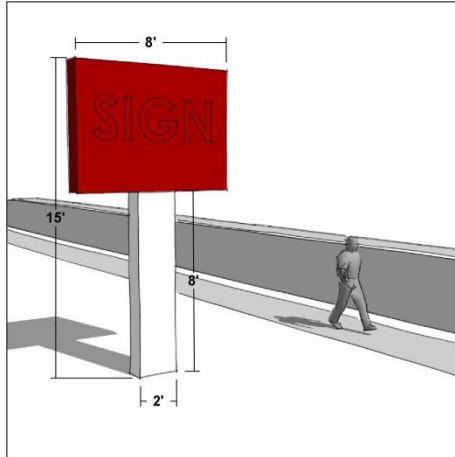
- The nearest portion of any freestanding sign shall not be closer than 12 feet from the back of the curb of the public right-of-way. Such signs shall not interfere in anyway with the required five (5) feet clearance for the pedestrian sidewalk.
- Sign surface shall be constructed of wood, metal, masonry material, painted and/or aluminum composite material (ACM). Letters shall be constructed of plastic, wood, iron-fashioned, or otherwise fabricated.
- Colors must conform to the approved DC-1 & DC-2 Color Palette. Attach a list of all colors' CMYK or RGB numbers to this application.

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

Initial \_\_\_\_\_

# APPLICATION FOR FREESTANDING SIGN PERMIT

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.

# APPLICATION FOR FREESTANDING SIGN PERMIT

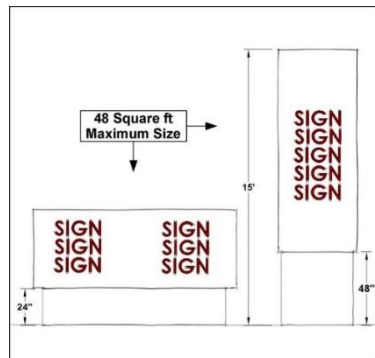
Complete this section if sign is a **COMMERCIAL COPY FLAG**:

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.

# APPLICATION FOR FREESTANDING SIGN PERMIT

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.)

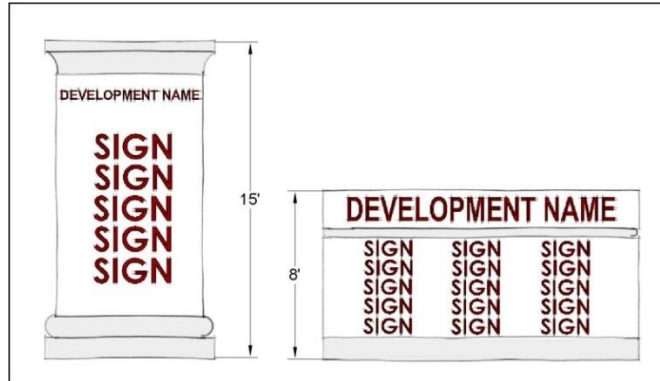
## Additional sign requirements for DC-1 & DC-2 Zoning Districts:

- 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)



# APPLICATION FOR FREESTANDING SIGN PERMIT

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:

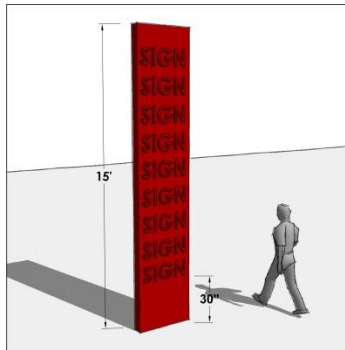
- Surface area of sign:** \_\_\_\_\_ square feet (max. 64 square feet)

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

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

# APPLICATION FOR FREESTANDING SIGN PERMIT

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:

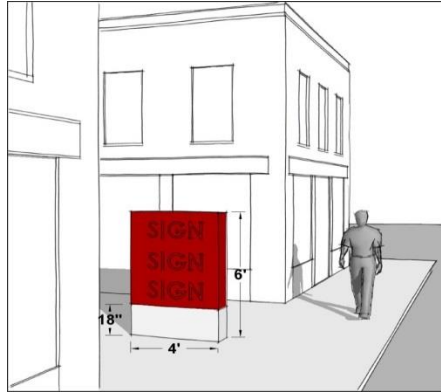
- Surface area of sign:** \_\_\_\_\_ square feet (max. 32 square feet)
- Sign height:** \_\_\_\_\_ feet (max. 42 inches)
- Number of signs:** \_\_\_\_\_ (max. one (1) sign per public right-of-way access)

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

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

# APPLICATION FOR FREESTANDING SIGN PERMIT

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. 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

# APPLICATION FOR FREESTANDING SIGN PERMIT

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).