

# Sign Permit Application

Date Fee Paid: _____	Payment Type: _____	Permit #: _____
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**Required:**

1. Renderings of the sign, including all dimensions, and proposed location
2. \$50.00 permit fee payable upon approval **(not charged if Certificate of Appropriateness is required)**
3. Building permit (in addition to sign permit) for most ground signs. Stamped engineering plans required.
4. Electrical permit (in addition to sign permit) for any sign requiring new electrical service

Business Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ PIN and/or LRK: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Lot frontage: \_\_\_\_\_ lineal ft. Building frontage: \_\_\_\_\_ lineal ft.

Type of Sign: Ground: \_\_\_\_\_ Wall: \_\_\_\_\_ Projecting: \_\_\_\_\_ Window: \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Total Area: \_\_\_\_\_ sq. ft.

Illuminated? \_\_\_\_\_ Method: \_\_\_\_\_ Single face: \_\_\_\_\_ Double face: \_\_\_\_\_

Frame material: \_\_\_\_\_ Sign material: \_\_\_\_\_ Support material: \_\_\_\_\_

**GROUND SIGN:** Dimensions of entire structure: \_\_\_\_\_ Distance from public right-of-way: \_\_\_\_\_ ft.

**PROJECTING (HANGING) SIGN:** Distance to bottom edge: \_\_\_\_\_ Projection from building: \_\_\_\_\_ ft.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- Full compliance with the Town of Southern Pines Unified Development Ordinance is required.
- Installation of signage is not authorized until the permit has been issued.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Property Owner

**APPROVED:**

Date: \_\_\_\_\_  
\_\_\_\_\_  
Town of Southern Pines Zoning Official

**PLANNING DEPARTMENT  
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