

CITY OF ROXBORO

SIGN ZONING PERMIT APPLICATION

Date: _____ Zoning Permit No.: _____ (No. Assigned by the Zoning Administrator)

The application submittal information listed below is hereby submitted to erect a sign at:

_____ Street Address

_____ *Tax Map Reference Number

**For the tax map reference number and property owner information please call the Person Co. Tax Office at (336) 597-1712.*

Application Check List

Please Note: Incomplete applications will be returned to the applicant for completion. Information needed to verify compliance with ordinance provisions.

_____ Completed Application Form

_____ Written permission from the business owner/property owner or copy of lease agreement (when applicable) allowing placement of signage (i.e., only if the business owner is different than the property owner)

_____ Sign Specifications, drawn to scale, depicting sign area & height

_____ Site Plan for free standing signs (see attachment #1)

APPLICANT:*

Name: _____

Address: _____

Day Time Phone No. _____ Fax No. _____

PROPERTY INFORMATION

Property Owner: _____

Address: _____

Day Time Phone No. _____

***For bldgs. with multiple tenants, signage to be allocated by property owner in accordance with Zoning Ordinance, Section 10.**

Type of Signage (Check All that Apply):

Note: The surface area of the sign shall be computed as per Section 10.5 of the City's Zoning Ordinance.

- 1. Roof Sign
 Total Height in Feet (measured form avg. grade to top of sign): _____
 Sign Area in Sq. Ft.; No. of Signs; Sign Lighted (yes/no)
 Sign Wording: _____

- 2. Ground Sign or Pole Sign
 Total Height in Feet (measured form avg. grade to top of sign): _____
 Sign Area in Sq. Ft.; No. of Signs; Sign Lighted (yes/no)
 Sign Wording: _____

- 3. Wall Mounted Sign
 Total Height in Feet (measured form avg. grade to top of sign) _____
 Sign Area in Sq. Ft.; No. of Signs; Sign Lighted (yes/no)
 Sign Wording: _____
 Linear Feet of Frontage of tenant space: _____ Note: Permitted Signage Area based on frontage of tenant space, zoning district, building setback.)

- 4. Suspended Sign
 Sign Clearance in Feet (measured from sidewalk or pedestrian way to bottom edge of sign): _____
 Sign Area in Sq. Ft.; No. of Signs; Sign Lighted (yes/no)
 Sign Wording: _____

I certify that all application information is true and correct to the best of my knowledge, *and that any unauthorized variance from this application shall constitute the revocation of this Permit.* I am also in receipt of Section 10 of the City's Zoning Ordinance pertaining to the City's sign requirements.

Applicant or Authorized Agent

Date

Zoning Administrator

Date Approved/Denied (Circle)

Zoning District: _____

Additional Staff Comments:

Attachment #1 – Site Plan Requirements

A site plan (4 copies) prepared/drawn to scale (min. 1"=50' unless otherwise specified by the Zoning Administrator) by either a N.C. Licensed Professional Surveyor, Engineer of Architect depicting the following:

1. Vicinity map, property boundaries, total area of parcel (sq. ft and acreage), names of adjoining property owners, north arrow, and scale;
2. Existing and proposed: structures (including additions), parking areas, drive/sidewalk location(s), dumpster location;
3. Location, size, height of existing and proposed signage.
4. Names of adjoining streets and location of rights-of-way(s), utility line/easements on property, existing or proposed driveway location;
5. If applicable, location of 100-year flood plain, perennial stream(s), surface drainage areas and buffers on property.