

# SIGN PERMIT APPLICATION



City of Roxboro  
105 Lamar Street  
Roxboro, NC 27573  
Ph. (336) 322-6018  
Fax. (336) 599-3774

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

\_\_\_\_\_  
Permit Fee

\_\_\_\_\_  
Permit Number

**PROOF OF OWNERSHIP (OR PERMISSION OF OWNER FOR PROPOSAL), AND APPLICATION FEE ARE DUE AT TIME OF SUBMISSION. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

**APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED AND MAY TAKE UP TO TWO WEEKS FOR COMPLETE REVIEW. COMMENTS WILL OUTLINE ANY MISSING/NON-COMPLIANT INFORMATION AND WILL BE RETURNED TO THE APPLICANT FOR CORRECTION. RESUBMISSIONS WILL BE TREATED AS A NEW SUBMISSION AND REVIEWED IN THE ORDER RECEIVED.**

## APPLICANT INFORMATION

**Business Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

**Property Owner Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner mailing Address: \_\_\_\_\_

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

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

## PROPERTY INFORMATION

Tax Map & Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_ Township: \_\_\_\_\_

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

Watershed: \_\_\_\_\_ Flood Plain: YES  NO  Linear Feet of Wall Frontage: \_\_\_\_\_ Building Height: \_\_\_\_\_

## SIGN INFORMATION

Type of Sign (Check all that apply, and indicate the total number of signs and square footage for each category.)

\_\_\_\_\_ **Wall Sign:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

\_\_\_\_\_ **Window Sign/Vinyl Decal:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

\_\_\_\_\_ **Canopy/Awning Sign:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

\_\_\_\_\_ **Column/Pole Sign:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

\_\_\_\_\_ **Monument/Ground Sign:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

\_\_\_\_\_ **Suspended Sign:** Number of Signs: \_\_\_\_\_ Square Footage of Each Sign: \_\_\_\_\_ Sign Illuminated: yes / no

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**ADDITIONAL DOCUMENTS**

Please include the following documents as attachments with your application:

- Written permission from business and/or property owner, or copy of the lease agreement, if applicant is not property owner
- Sketch or drawing of each sign, depicting sign area and height
- Site plan for all free-standing signs depicting distance from all property lines, existing structures, and roadway
- Location, size and height of all existing signs on site

**SIGNATURES**

If permits are granted, I agree to conform to all ordinances and laws of the State of North Carolina regulating such work and the specifications of plans submitted. I hereby state that foregoing statements are accurate and correct to the best of my knowledge. Furthermore, the undersigned hereby authorizes the Zoning Administrator or designated representative to enter the above referenced property for the purpose of inspecting and verifying compliance. Permit is subject to revocation if false information is provided.

\_\_\_\_\_  
**OWNER OR OWNER'S AGENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CITY/COUNTY OFFICIAL**

\_\_\_\_\_  
**DATE**

APPROVED     DENIED    Comments: \_\_\_\_\_

*It is the owner/applicant's responsibility to provide the City of Roxboro Planning & Development Department with any applicable information about the subject property, including but not limited to: boundary information, house location, underground or overhead easements, etc. The City of Roxboro nor its employees are responsible for any incorrect or missing information that is contained within these applications.*

***This application expires 6 months from the initial date if permits have not been issued.***