



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
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[www.townofzebulon.org](http://www.townofzebulon.org)

## SIGN PERMIT APPLICATION

### GENERAL INFORMATION:

The purpose of this application form is to provide a uniform mechanism for reviewing applications for sign permits in compliance with Section 2.2.18 of the UDO and to ensure all signs comply with the standards of Section 5.11, Signage.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to the Planning Department ([planning@townofzebulon.org](mailto:planning@townofzebulon.org)) no later than five (5) working days prior to the desired meeting day.

**APPLICATION PROCEDURE** – The applicant requesting a Sign Permit must submit an application through the Town of Zebulon GeoCivix Web Portal. Access to GeoCivix can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- Completed Application Form
- 1 PDF Plan (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- Agent Authorization Form

**REVIEW** – Planning Department Staff shall review the proposed request in coordination with 2.2.18.E if the Unified Development Ordinance.



# APPLICATION FOR SIGN PERMIT

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property:		Acreage:
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Types of Signs Proposed:	
Existing Use of the Property:		Proposed Use of the Property:
Details of Proposed Sign		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
<b>Signature of Applicant:</b>  	<b>Print Name:</b>  	<b>Date:</b>  
<b>Signature of Owner:</b>  	<b>Print Name:</b>  	<b>Date:</b>  



**SIGN PERMIT REQUIREMENTS**

Every applicant requesting shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

<b>SIGNS ATTACHED TO BUILDINGS</b>			
#	Item	Notes	
1	Scalable elevation drawing of structure with proposed signage.	Include one scaled drawing per elevation if signage is to be included	
2	Dimensions if all existing signs		
3	Dimensions of all proposed signs	4-sided polygon round the outer most boundaries of proposed sign	
4	Detailed cut sheets of proposed signs	Include the depth of the sign and/or letters, any form of illumination, details pertaining to structural mounting supports and materials	

<b>DETACHED SIGNS</b>			
#	Item	Notes	
1.	Provide a detailed site plan showing the following:	(Each of these items to be included on same sheet)	
a.	Location of property boundaries	Include dimensions of the subject parcels	
b.	Location of all buildings or structures		
c.	Location of landscaping including required buffers		
d.	Location of parking including striping, drive lanes, ingress and egress, drive-thru lanes, loading zones or similar vehicle accommodation area.		
e.	Location of any SCMs		
f.	Location of any overhead or in-ground utilities		
g.	Location of any easements		
h.	Location of any proposed signs	Please label signs (S-1, S-2....)	
2	Illustrations of each sign showing height, depth, and width		
3.	Cross section showing the footings or supports for each sign		
4.	Illimitation details of each sign		
5.	Materials of each sign		
6.	Other applicable details of each sign as required by the Planning Department.		