



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
Phone: (919) 823-1810 Fax: (919) 887-2824  
[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 PROCEDURE:

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

A Definition page(s) of sign types is attached.



# APPLICATION FOR SIGN PERMIT

## PART 1. DESCRIPTION OF REQUEST/PROPERTY

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: (Please Check a sign type)			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Awning Sign  <input type="checkbox"/> Political Sign  <input type="checkbox"/> Banner Sign  <input type="checkbox"/> Projecting Sign  <input type="checkbox"/> Construction Sign  <input type="checkbox"/> Sidewalk Sign  <input type="checkbox"/> Electronic Message Board         </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Flags  <input type="checkbox"/> Subdivision Sign  <input type="checkbox"/> Ground Sign  <input type="checkbox"/> Incidental Sign  <input type="checkbox"/> Supplemental Sign  <input type="checkbox"/> Wall Signs  <input type="checkbox"/> Window Signs         </td> </tr> </table>		<input type="checkbox"/> Awning Sign <input type="checkbox"/> Political Sign <input type="checkbox"/> Banner Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Construction Sign <input type="checkbox"/> Sidewalk Sign <input type="checkbox"/> Electronic Message Board	<input type="checkbox"/> Flags <input type="checkbox"/> Subdivision Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Incidental Sign <input type="checkbox"/> Supplemental Sign <input type="checkbox"/> Wall Signs <input type="checkbox"/> Window Signs
<input type="checkbox"/> Awning Sign <input type="checkbox"/> Political Sign <input type="checkbox"/> Banner Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Construction Sign <input type="checkbox"/> Sidewalk Sign <input type="checkbox"/> Electronic Message Board	<input type="checkbox"/> Flags <input type="checkbox"/> Subdivision Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Incidental Sign <input type="checkbox"/> Supplemental Sign <input type="checkbox"/> Wall Signs <input type="checkbox"/> Window Signs			
Existing Use of the Property:	Proposed Use of the Property:			
Details of Proposed Sign				

## PART 2. APPLICANT/AGENT INFORMATION

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>

## PART 3. PROPERTY OWNER INFORMATION

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:



**PART 3. PROPERTY OWNER INFORMATION (CONTINUED)**

*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>Signature of Applicant:</i>	<i>Print Name:</i>	<i>Date:</i>
<i>Signature of Owner:</i>	<i>Print Name:</i>	<i>Date:</i>

**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.		

**Sign Types and Definitions**

Refer to table 5.11.9 for a more detailed description and illustrations of sign types. A sign permit application sign will fall into one of the following categories:

Sign Type	Definition
A. Awning Sign	A sign that is part of or attached to an awning, canopy, or other protective canvas, plastic, or metal cover affixed to a building and located over a door, entrance, window, or other outdoor area. Colors, stripes, or patterns on an awning's surface shall not be considered as signage.
B. Banner Sign	A sign made of a flexible fabric or plastic material that is affixed to a building or other vertical projection, except utility poles, but is not an awning sign or a flag. Feather flags and bow signs are not banners and are prohibited by this Ordinance.
C. Construction Sign/Development Advertising Sign	A temporary sign located on a lot for the duration of its construction/development.
D. Electronic Message Board	A wall or ground sign, or portion thereof that displays electronic, non-pictorial, or text information that may or may not change. Sign content is displayed by light emitting diodes (LED's), fiber optics, light bulbs, or other illumination devices arranged in a matrix within the display area. Electronic message boards ("EMBs") do not display animation or imagery that appears to move.
E. Flags	A piece of cloth or similar material, typically rectangular or square in shape, that is attached to a pole or rope along the shorter side of the material. Flags flown by a governmental agency, located on land owned or operated by a governmental agency, or on a building owned or operated by a governmental agency are exempted from these standards. Flags affixed to two or more poles at the same time are subject to the standards for banners. Feather flags and bow signs are prohibited.
F. Ground Signs	Any sign, other than a pole sign, that is attached directly to the ground by means of a supporting system comprised of a solid pedestal, or other bracing system where there is no open space between the bottom of the sign face area and the ground. Ground signs are configured so that the base of the sign support structure is at least as wide as the sign face area. Ground signs may also be referred to as "pedestal" signs or "monument" signs. Any sign with an opening between the bottom of the sign's face area and ground or where the sign face area is wider than the sign support structure shall be considered as a pole or "freestanding" sign, which are prohibited. Ground signs are not mounted to a building wall, and are not located within a street right-of-way.
G. Incidental Sign	Any small or nondescript sign that only provides directional information or safety information for the public. Examples of incidental signs include signs addressing on-site traffic circulation (such as "entrance" or "exit" signs), public safety (such as "high voltage" or "beware of dog" signs), or address signs.
H. Political Sign	Any sign that advocates for a particular political candidate, party, position, or political action that is made available for view by the public before and during the portion of a calendar year when elections are underway as described in Section 136-32 of the North

	<p>Carolina General Statutes. Political signs are also referred to as “campaign” signs or “election” signs. Signs of a political nature that are placed on private property outside the period of time when elections are underway shall be considered as an incidental sign</p>
I. Projecting Sign	<p>Any sign that projects outward from a building’s exterior wall where the sign face area is not parallel to the building wall upon which is mounted. Projecting signs are also referred to as “marquee” signs. Signs mounted to a building wall with sign face areas that are parallel to the building wall are considered “wall” signs. A sign comprised of fabric or similar material is a “flag” or a “banner” sign.</p>
J. Sidewalk Sign	<p>A pedestrian-oriented movable sign that sits on the grade located proximate to the primary entrance of the nonresidential or mixed use being advertised. Sidewalk signs are also referred to as “A-frame” signs or “Board” signs. The sign shall be self-supporting and only visible during operating hours. Sidewalk signs are configured with a broader base than a top or are equipped with supports to ensure they remain stable in normal wind conditions</p>
K. Subdivision Sign	<p>A ground sign located at the entrance to a subdivision consisting of two or more lots. Subdivision signs shall be located outside all street rights-of-way, and shall not be located on a lot with a principal building.</p>
L. Suspended Sign	<p>Any sign that is not permanently affixed to the ground or a building which can be removed without special handling and that may be located on a lot or site in addition to other forms of signage. Banners and incidental signs are not supplemental signs. Ideological signs are considered supplemental signs.</p>
M. Supplemental Sign	<p>Any sign that is not permanently affixed to the ground or a building which can be removed without special handling and that may be located on a lot or site in addition to other forms of signage. Banners and incidental signs are not supplemental signs. Ideological signs are considered supplemental signs.</p>
N. Wall Sign	<p>Any sign, other than a projecting sign, that is mounted to or painted on an exterior building wall. Wall signs have only one sign face and are configured to be parallel to the building wall upon which they are located. Signs mounted perpendicular to a wall are “projecting” signs. Signs mounted from the ceiling of a building’s canopy or overhang are “suspended” signs. Signs made of fabric or other material that moves are “banners” or “flags.” Signs visible through a window are “window” signs</p>
O. Window Sign	<p>A sign affixed to or visible through the surface of a window or glass door that is intended to be visible to the public from outside the building. Signs painted on glass and etched or frosted glass that includes text or symbols shall be considered as a window sign. Signs not visible from off-site areas are exempt from these standards. Signs mounted to a building’s exterior wall are “wall” signs</p>



**OWNER'S CONSENT FORM**

Name of Project: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

**OWNER'S AUTHORIZATION**

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that, pursuant to Section 2.2.24 of the Town of Zebulon Unified Development Ordinance, that lands subject to this Zoning Compliance Permit shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**CERTIFICATION OF PROPERTY OWNER**

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\*Owner of record as shown by the Wake County Revenue Department (www.wake.gov). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.