TOWN OF CARY
Planning Department

Submit to the Development Customer Service Center, P.O. Box 8005, Cary, NC 27512
Planning Department Contact: **(919) 469-4046**

For office use only:

Method of Payment: CASH ____ CHECK ____ CREDIT CARD ____ Amount: $_____ P&Z HTE# _____

SIGN PERMIT APPLICATION

Prior to installation, a sign permit must be approved by the Planning Department in accordance with requirements of the Land Development Ordinance (LDO). **Drawings must be submitted in 8 ½" X 11" color format**. Scaled copies of digital photos are also acceptable. **The following information is required:**

1. **Type of Sign / Associated Fee:**
   - ☐ Wall **($75)**
   - ☐ Ground* (i.e., monument, entry feature, menu board, etc.) **($100)**
   - ☐ Minor Modification to existing sign (Change of 25% or less, including Face Replacement) **($50)** (with no additional lighting requirements), or modification to previously issued permit.
     Describe change: _____

2. **Name of Project and/or Development:** _____

3. **Location/Street Address*:** _____
   (*For new construction site, property MUST BE PLATTED and have an exact street address, OR it will be rejected)

4. **Master or Uniform Sign Plan (USP): Name** _____ **and #**_____ ☐ N/A
   (can be found at: http://www.townofcary.org/projects-initiatives/project-updates/general-government-projects/master-sign-plans-formerly-uniform-sign-plans

5. **Graphics and Other Attachments (8½" x 11")**
   - ☐ Scaled representation showing sign dimensions
   - ☐ Color name and PMS#'s for all sign components
   - ☐ For logos or trademarks: Dimensions, colors, and materials, and confirmation of Federal or State registration
   - ☐ For wall sign: Building elevation
   - ☐ For all ground signs: Survey or plot plan showing sign location
   - ☐ For ground signs taller than 42": Landscape plan illustrating 1 SF of landscaping for each SF of sign area.

6. **Lighting Information, if applicable:**
   Will the sign be illuminated? ☐No ☐Yes ***(requires a $66.00 additional fee)*** Electrical Permit # _____

*** Four (4) sets of electrical drawings (plans) in 11"x17" format, must be provided at time of submittal for all new ground signs.**

ELECTRICAL CONTRACTOR _____

Mailing Address _____City _____State _____Zip _____

Phone (____)_____ NC License # _____

7. **Wall Sign Size Information:**
   - Square footage of overall sign: _____ SF
   - Square footage of logo area: _____ SF
   - Square footage of tag line _____ SF
   - Linear footage of front building façade or storefront _____ LF

8. **Ground Sign Size Information**
   - Square footage of sign area _____ SF
   - Height of Sign Structure (highest point) _____ FT
   - Landscaping Required ☐No ☐Yes

SIGN PERMIT APPLICATION - Page 2

PROPERTY OWNER _____

Mailing Address _____City _____State _____ Zip _____

Day Phone_____ Email Address_____

Property Owner Approval: ☐ Attached ☐ N/A

(PLEASE PRINT LEGIBLY)

SIGN CONTRACTOR _____

Mailing Address _____City _____State _____ Zip _____

Phone_____ Email Address_____

(Completed permits will be emailed to this address unless otherwise requested)

CERTIFICATION

I CERTIFY the above information is correct to the best of my knowledge and installation will conform to applicable ordinances. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission. I agree to indemnify and save harmless the Town of Cary from any liability damages or losses resulting directly or indirectly from the erection, use maintenance, or alteration of the sign or signs described hereon. I acknowledge that any violation of sign regulations will result in civil penalties of $100 to $1,000 per Section 9.4 – Prohibited Signs and Devices of the Town of Cary's LDO.

_____ _____ _____

Applicant Name **(please print)** Signature Date

_____ _____

Phone # Email address

For Planning Staff Use Only

Staff Review Notes	

☐ Approved ☐ Denied ☐ Withdrawn By: _____Date: _____

Restrictions/ Comments: _____

_____

_____

Related Sign Permit Numbers (if applicable): _____