

**For office use only:**

HTE# \_\_\_\_\_

PL# \_\_\_\_\_

## SIGN PERMIT APPLICATION

Prior to installation, a sign permit must be approved by the Town of Cary in accordance with requirements of the Land Development Ordinance (LDO) and applicable North Carolina Building Codes. **The following information is required:**

1. **Name of Project, Development, &/or Tenant:** \_\_\_\_\_
2. **Location/Street Address:** \_\_\_\_\_  
(NOTE: For new construction sites, property MUST BE PLATTED and have an exact street address)
3. **Graphics and Other Attachments**  
(**Drawings must be submitted in 8½" x 11" color format.** Scaled copies of digital photos are acceptable.)
  - 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 permanent ground signs taller than 42": Landscape plan illustrating 1 SF of landscaping for each SF of sign area

PERMANENT SIGNS	TIME-LIMITED SIGNS
<p><b>4. Type of Sign</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wall.....\$75</li> <li><input type="checkbox"/> Ground (i.e., monument, entry feature, menu board, etc.).....\$100</li> <li><input type="checkbox"/> Minor Modification to an existing sign (change of 25% or less, including face replacement, and no additional lighting requirements).....\$50 Describe change _____ _____ _____</li> </ul>	<p><b>4. Type of Sign</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Façade renovation (wall sign alternative)</li> <li><input type="checkbox"/> New business (wall sign alternative)</li> <li><input type="checkbox"/> New construction (principal ground sign alternative)</li> </ul> <p>Dates for time-limited sign(s): From _____ to _____  (Not to exceed maximum allowed by LDO)</p>
<p><b>5. Size of Sign</b></p> <p><b>a. Wall Sign</b></p> <p>Square footage of overall sign..... SF</p> <p>Square footage of logo area..... SF</p> <p>Square footage of tag line..... SF</p> <p>Linear footage of front of building façade or storefront..... LF</p> <p><b>b. Ground Sign</b></p> <p>Square footage of sign area..... SF</p> <p>Height of structure</p> <p style="padding-left: 20px;">i. highest point to grade..... FT</p> <p style="padding-left: 20px;">ii. highest point to bottom of footing..... FT</p> <p><b>For signs exceeding 6 feet from highest point to bottom of footing, include four (4) sets of construction drawings and two (2) sets of the approved site plan in 11"x17" format..... additional \$66</b></p>	<p><b>5. Size of Sign</b></p> <p>Dimensions (feet) _____ ft. X _____ ft. <span style="margin-left: 100px;"><i>height</i></span> <span style="margin-left: 100px;"><i>width</i></span></p> <p>Total area of sign (square feet) _____ SF</p>

