

2. **Permit Submission Requirements-** All permit applications for signs shall be submitted by a licensed professional, and all electrical, mechanical, or plumbing work shall be performed only by individuals licensed for such work, and must include the following information and documents per Chapter 12 of the Comprehensive Development Code (CDC):

- Parcel identification number and address of the proposed sign(s) location.
- Future land use map designations for the property on which the sign(s) will be located and a description of the actual use of the property where the sign(s) will be installed.
- Applicant's contact information (e.g., name, address, phone number, email).
- Property owner's contact information (e.g., name, address, phone number, email).
- A notarized affidavit or statement of authorization signed by the property owner consenting to the installation and placement of the proposed sign(s) on the property.
- For freestanding signs, a current legal survey or site plan of the property is required. All other proposed sign types require either the submission of a legal survey or a plot plan, drawn to scale. All plans must show the location and dimensions of all property lines, rights-of-ways, easements, and improvements (e.g., overhead utility lines; location and dimensions of onsite buildings; driveways, etc.) within and adjacent to the property. The location(s) of all existing and proposed freestanding signs must be indicated.
- Elevation drawing(s) showing the location and dimensions of all existing and proposed signs attached to building(s), including but not limited to wall, canopy, and projecting signs. When a building is occupied by multiple tenants and/or is in a CRD, the drawings shall also indicate each occupant's linear building frontage.
- Scale drawings(s) showing the dimensions and construction of all existing and proposed sign structures. The drawings shall detail the proposed sign type(s) to be installed with dimensions included (e.g., sign face width, height and area, overall height, depth, color scheme, structural details, materials, illuminated or non-illuminated, and lighting scheme). When submitted as part of a sign permit application, these drawings must be signed and sealed by a registered engineer.
- The value of the proposed sign(s);
- A letter of "No Objection" from utility providers (e.g., Duke Energy) or other jurisdictional agencies, as applicable, for any signs located within ten (10) feet of a right-of-way or a utility easement.
- If the applicant for a proposed freestanding sign wishes to measure sign height from the crown of the adjacent roadway, a legal boundary survey must be submitted for the subject parcel depicting the roadway crown elevation.
- If the proposed freestanding sign is to be located on a parcel immediately adjacent to US Highway 19, a legal boundary survey must be submitted for the subject parcel depicting the highest point of US Highway 19 adjacent to the subject parcel(s)' property line(s). The highest point of US Highway 19 adjacent to the subject parcel(s) shall be measured as described in Section 12.9.5; and,
- A Master Signage Plan form, as described in Section 12.12, if it is required to be submitted and kept on file with the Community Development Department by that section.

I certify that the information presented herein is accurate and understand that all signs not included on the Master Signage Plan may be considered illegal and require removal by the property owner/business.

Owner/Authorized Representative

Prepared by

Date

Contractor/Applicant Business Name

Email

Telephone Number