



# TOWN OF MOUNT GILEAD SIGN PERMIT APPLICATION

110 West Allenton Street, Mount Gilead, North Carolina, 27306

Article of the Planning and Zoning Ordinance (PZO) specifies the standards for signage being proposed within the Town of Mount Gilead and its extraterritorial jurisdiction (ETJ). The Zoning Compliance Permit portion of this Sign Permit Application is required for all signage that is not listed as exempt under Article 7.10 of the PZO. Most signs, except for those in which only the sign face is being replaced, will also be required to fill out this Sign Permit Application.

Please return the completed application to the Town Hall with the required filing fee and information.

<b>ZONING COMPLIANCE</b>	
PROJECT NAME:	_____
PROJECT ADDRESS:	_____
PARCEL NUMBER(s):	_____
SHOPPING CENTER:	_____
ZONING DISTRICT:	_____ SITE ACRES: _____ INSIDE CORPORATE LIMITS?: _____
APPLICANT:	_____ PHONE: _____ FAX: _____
ADDRESS:	_____
	_____
SIGNATURE:	EMAIL: _____
	DATE: _____
LAND OWNER:	_____ PHONE: _____ FAX: _____
ADDRESS:	_____
	_____
SIGNATURE:	EMAIL: _____
	DATE: _____

**SUBMITTAL REQUIREMENTS:**

- \* COMPLETED APPLICATION FORM. Application must be signed by the applicant and property owner.
- \* \$35.00 PROCESSING FEE. (Commercial Building Permit fees, if applicable, will be calculated and due upon receipt of permit.)
- \* 3 COPIES - SKETCH PLAN/PLOT PLAN FOR MONUMENT SIGNS. In accordance with the PZO, the sketch plan for a monument sign or other ground sign should include the property boundaries, the location of existing/proposed structures and the location of existing/proposed signage. The location of proposed signage should be easily identifiable on the sketch plan.
- \* 3 COPIES - BUILDING ELEVATIONS FOR WALL SIGNS. Building elevations must show the existing building facade, including its overall height and width, along with the proposed signage drawn/imposed to scale.
- \* 3 COPIES - SCALED DRAWINGS. Each proposed sign must be shown on a scaled drawing that identifies color, materials, dimensions (and in the case of a Commercial Building Permit, all other information required by the NC Building Code necessary for the issuance of a building permit).

(Failure to submit all items will result in the delay of your application. Applications which are not complete will be returned to the applicant with a notation of deficiencies. No application shall be accepted by the Zoning Administrator unless it contains all of the information necessary to determine if the signs, if completed as proposed, will comply with all of the requirements of the PZO.)

THIS SPACE FOR STAFF ONLY

CASE NUMBER: **SP** - \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_

X-REFERENCES: \_\_\_\_\_

FILING FEE AMOUNT PAID: \_\_\_\_\_

INITIAL FOR PAYMENT COLLECTED: \_\_\_\_\_